



Read Better Be Better®

INTERN JOB DESCRIPTION

About the Organization

Read Better Be Better (RBBB) is a non-profit organization, founded in 2014 to address Arizona's literacy crisis. Read Better Be Better inspires and equips middle school youth leaders to help third-grade students struggling with reading comprehension. The program trains 6th-8th graders to lead 3rd graders through a curriculum that empowers both students. Third graders gain the literacy skills needed to achieve academic and life-long success, and middle schoolers engage in service learning. RBBB's organizational values are simple: **Be Excellent. Be Kind.** These values define the organization, its programs and its expectations.

Be Excellent. Be Kind.

Job Title: Intern

Reports To: Department Director

Work Hours: Mon – Friday, 8:00 am – 5:00 pm; Set schedule dependent on individual availability.

Supervisory Responsibility: None

SUMMARY:

The RBBB intern will join the organization at a critical growth stage. The successful candidate will have exposure to, and gain experience in, all facets of a fast-growing literacy non-profit with a proven track record of success.

The individual must be smart, but willing and able to learn on the job as the position develops. All necessary training will be provided. A strong organizational structure and leadership is in place to support the individual.

The intern will be placed in one of the organization's various departments and report directly to the Department Manager. Below is a list of some but not all of the duties you may be required to perform. The Read Better Be Better office is open Monday through Friday from 8 am to 5 pm, but some flexibility in hours is possible to suit the right candidate.



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ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- **Nonprofit management**
 - Assist internal administration
 - Support program administration for operational sites
- **Fundraising**
 - Conduct fundraising research to secure funds to support the organization's operations in the community
 - Maintain and develop existing fundraising database
 - Make initial contact with potential funders to ascertain suitability
- **Marketing**
 - Create and execute small marketing campaigns as needed
 - Research community and media contacts for potential partnerships and relationship building
 - Support administrative aspects of RBBB marketing strategy as needed
 - Support social media management and strategy as needed
- **Social Enterprise**
 - Develop a business plan for a fledgling social enterprise that will generate sustainable revenue for the organization.
- **Program Development**
 - Create additional RBBB curriculum

Perform all other duties as assigned that are required of the intern in this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.



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An RBBB Intern must be:

- Energetic
- Positive
- Professional
- Patient
- Independent
- Passionate about Read Better Be Better; the organization, the mission, the values

Must demonstrate exceptional:

- Judgment
- Empathy
- Drive
- Intellect

The successful candidate will:

- Demonstrate absolute commitment to the Read Better Be Better vision and mission
- Conduct themselves in accordance with organizational values: Be Excellent, Be Kind
- Maintain a positive attitude
- Seek opportunities to develop and grow the Read Better Be Better vision and mission within the community