



READ BETTER BE BETTER

About the Organization

MISSION: Read Better Be Better's mission is to connect young readers and youth leaders to inspire a love of literacy and learning.

VISION: A Society in which all children master the foundational skills necessary to become independent learners.

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.

INTERN

JOB DESCRIPTION

- **Job Title:** Intern
- **Reports To:** Supervisor
- **Work Hours:** Office Hours Mon – Friday, 8:00 am – 5:00 pm; set schedule dependent on individual availability and goals/needs of the individual/RBBB
- **Work Environment:** In-office (following COVID-19 guidelines); possible option to work remote
- **Start Date:** Ongoing; dependent on individual availability and goals/needs of the individual/RBBB
- **Supervisory Responsibility:** None
- **Benefits:** Read Better Be Better is fully committed to providing eligible interns with all documentation necessary for them to receive course credit for their time with the organization, if they wish to do so. Please speak with your school representative, such as your academic advisor and/or teacher, to see if an internship with RBBB would be applicable. Other perks and benefits RBBB offers include a casual dress code, professional development, a Job Referral Program and a Flash Mentorship Program.





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. 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 (Operations, Development or Program) and report directly to the Department Director or other designated Supervisor. Below is a list of some but not all of the duties an intern 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.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Essential functions and responsibilities will vary depending on the specific internship role and department placement. Here are some general responsibilities that may apply:

- **Operations**
 - **Nonprofit Management**
 - Assist internal administration
 - **Human Resources**
 - **Technological Support**
- **Development**
 - **Fundraising, Grant Writing & Stewardship**
 - 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
 - **Communications & Marketing**
 - Create and execute small marketing campaigns
 - 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
- **Program**
 - Assist in program development
 - Create additional RBBB curriculum
 - Support program administration for operational sites
- 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. If you need assistance with this application, please contact us at hr@readbetterbebetter.org.

NEEDED SKILLS/ATTRIBUTES

Required and preferred skills/attributes will vary depending on the specific internship role and department placement. Here are some general expectations:

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

Please see the [RBBB Careers page](#) for other potential Internship openings.

If you need assistance, please contact us at hr@readbetterbebetter.org.

Read Better Be Better is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Check out our [Equity, Diversity & Inclusion Statement](#).

