

Michigan Association of Non-Public Schools Summer Intern Program (May 2017 – August 2017)

Position Description:

The Michigan Association of Nonpublic Schools (MANS) is seeking a full-time summer intern to serve in our office in Lansing. The Summer Intern Program provides to the student a meaningful learning and work experience from May through August (*dates may vary depending on school schedule*). MANS seeks, but is not limited to hiring, an undergraduate student attending a Catholic, Lutheran and or Christian based university or college.

The Summer Intern serves as a professional staff member of MANS from May to August and reports directly to the Executive Director. The Summer Intern will work in a collaborative manner with the Executive Director, Director of Constituency Services, Program Associate, and Administrative Assistant on projects that enhance the services and resources provided to our member schools while providing professional experiences benefitting the student. .

Major Responsibilities:

1. The Summer Intern will monitor/track legislative issues and provide research on issues that have an impact on MANS' member schools. This will include attending committee hearings, House and Senate sessions and any other legislative related activity as directed by the Executive Director.
2. The Summer Intern attends all regular MANS Board meetings and committee meetings (Strategic Planning, Public Policy, Professional Development, Conference Planning) and provides periodic reports on any projects as appropriate and necessary.
3. The Summer Intern works with the Director of Constituency Services on Michigan Non-public Schools Accrediting Association (MNSAA) related projects and activities.
4. The Summer Intern works with the Program Associate on MANS communications and on business partner engagement.
5. The Summer Intern works with the Administrative Assistant in planning for MANS Planning Days, MANS Administrators' Conference and the MANS General Conference.
6. The Summer Intern attends meetings with other education related groups dealing with issues relating to MANS public policy goals and objectives when appropriate and necessary.
7. The Summer Intern prepares a summary of projects and activities that will be carried over by MANS staff and also into the tenure of his/her successor Summer Intern.

Salary and Budget:

Salary will be determined by the MANS Board and the Executive Director as part of the normal budget process.

If interested, please forward your resume and letter(s) of recommendation by April 30, 2017 to bbroderick@m-a-n-s.org or to:

Michigan Association of Non-public Schools
Summer Intern Program
510 S. Capitol Avenue
Lansing, MI 48933