



	<p style="text-align: center;"><b>Surge Institute – Social Media Intern, Oakland</b></p> <p style="text-align: center;">Duration: Six-month commitment          Minimum 200 hours, 10-20 hours per week,          July 2018 – December 2018</p>
<p>Organizational Description</p>	<p>In 2014, Carmita Semaan founded the Surge Institute, an education leadership accelerator with a simple but important mission: Develop and elevate leaders of color who create transformative change for children, families, and communities.</p> <p>The Institute’s signature program, the Surge Fellowship was designed to identify and groom emerging diverse talent and empower them to change the landscape of education by providing them with a unique leadership development experience. We go beyond training. We connect, support and elevate; and we do it all in love and through community.</p> <p>Over the past four years, Surge has graduated 47 Chicago fellows with another 24 surging ahead. We have expanded our scope nationally, launching a new fellowship in Oakland, California, currently developing 11 Bay Area emerging leaders of color in our inaugural cohort. Additionally, we continue to develop our alumni with specialized initiatives, including a pilot program supporting budding entrepreneurs in securing funding, guidance, and support toward growing their innovative ventures. We are also launching new programming in Kansas City, an extension of the Fellowship, the Surge Academy.</p> <p>“Surge transcends any one individual,” said 2017 Chicago Surge Alum Mario Estrada Earnest, Special Projects Director at Intrinsic Schools and founder of DARC. “We are collectively organized, focused, and mission-driven.”</p> <p>Surge’s success has brought us increased support and influence as we strive toward the ultimate goal of making a positive impact in communities across the country through representative education leadership. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!</p>
<p>Position Objective</p>	<p>The Oakland Outreach Intern for the Surge Institute is responsible for social media communication, event support and community outreach for our Surge Fellowship, Oakland office.</p>



	<p>The ideal candidate for this opportunity should be prepared to work in a fast-paced, team environment with a start-up organization, and will finish the internship having gained broad experience in various aspects of marketing.</p> <p>Surge seeks an intern who can manage and track multiple social media accounts, organically engaging with our broad audience while keeping a finger on the pulse of Oakland news, events and culture. Additionally, we seek someone with solid grammar and creative writing skills.</p>
<p>Essential Functions –</p>	<p>Internship will involve some combination of the following activities:</p> <p><b>Social Media</b></p> <ul style="list-style-type: none"> <li>● Analyze correlations between earned media, marketing and PR activities, and social media and Google Analytics data</li> <li>● Post to social media accounts</li> <li>● Assist in building social media calendar</li> <li>● Share and respond to social media posts from the Surge audience of partners, fellows, alumni, staff and other current or potential supporters</li> <li>● Post photos and live tweet from Surge events and sessions</li> </ul> <p><b>Event Support</b></p> <ul style="list-style-type: none"> <li>● Support in setup and breakdown of Surge events and sessions</li> </ul> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>● Proofread and provide feedback on select written communications and presentations</li> <li>● Act as an ambassador for Surge at events, connecting with attendees and providing insight into our work</li> </ul>
<p>Education &amp; Experience</p>	<p>Current undergraduate college student majoring in one of the following:</p> <ul style="list-style-type: none"> <li>○ Communications</li> <li>○ Marketing</li> <li>○ Sales</li> <li>○ Education</li> <li>○ Journalism</li> <li>○ Language</li> </ul>
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> <li>- A passion for and connection with communities of color</li> <li>- A passion and commitment to transforming K-12 public education</li> <li>- Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done</li> <li>- Fervent attention to detail and ability to manage multiple priorities</li> <li>- Strong communications skills – verbal and written</li> </ul>



	<ul style="list-style-type: none"><li>- A good sense of humor, humility, positive attitude, and high degree of flexibility, dedication, resourcefulness, energy, and creativity</li><li>- Ability to understand and LIVE the mission and brand of the Surge Institute</li></ul>
Compensation	While this is an unpaid internship, Surge provides a \$1,500 honorarium to address expenses associated with participation. Half of the honorarium is paid at the start of the internship and the other half upon completion. Surge Institute provides interns the opportunity to develop important work skills and gain practical experience while working on significant projects to further the mission of the Surge Institute.
# of Direct Reports	0
Reports To	Marketing and Communications Manager while working closely with Oakland Executive Director
Location	Oakland, California
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

### **Application Procedure**

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically, and ideally before June, 15, 2018, to [talent@surgeinstitute.org](mailto:talent@surgeinstitute.org). The review of applications will begin immediately and will continue through the due date.

*The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.*