

Education Internship *Education Section - Programs & Communication*

The Mississippi Department of Archives & History is seeking an *Education Intern* to serve with the MDAH education team. This education internship offers unique opportunities to learn about all aspects of educational programming for teachers and students. Working with the education team, the intern will create primary source-based education resources for teachers to use in the classroom. In addition to classroom resources, the intern will work with the education team on their spring programming, including the Mississippi History Day regional and state contests, as well as the spring teachers workshop.

Primary Responsibilities:

- Creating an educational resource using primary sources found in the MDAH Digital Archives
- Aiding education staff with planning and execution of the Mississippi History Day regional contest
- Assisting education staff with planning and execution of Mississippi History Day state contest
- Judging at the various contests at Mississippi History Day as needed
- Working with education staff on the spring teachers workshop

Requirements:

- Excellent communication skills
- Interest or previous experience in educational settings; history or education majors preferred
- Excellent written skills
- Experience with Microsoft Office suite
- Ability to work independently and navigate the digital archives

Time Commitment:

Hours are flexible Monday through Friday between 8:00 a.m. and 4:30 p.m., with occasional weekends required. The schedule will be determined in agreement with the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](#) by December 9, 2022.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete until you provide these additional documents.

For more information, please contact the Volunteer and Internships Coordinator at (601) 576-6895 or mdahinternships@mdah.ms.gov.