

Education Internship

Programs & Communication - Education

Compensation: \$2,000.00

Application deadline: November 26, 2023

The Mississippi Department of Archives & History (MDAH) seeks an enthusiastic and creative individual to join the MDAH education team as an *Education Intern*. This education internship offers unique opportunities to learn about all aspects of educational programming and curriculum development for a wide range of audiences. Under the supervision of 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 traveling trunks, summer programming, and Mississippi History Day.

Primary Responsibilities:

- Assist with planning of summer programs.
- Create digital projects to be used in classrooms.
- Aid the education staff in growing Mississippi History Day.
- Conduct research and edit other projects that may arise.
- Attend and participate in staff meetings to learn how various sections work within a state agency.
- Perform other duties as assigned by the education team.
- Present a summary of your internship at the end of the semester.

Requirements:

- Interest or previous experience in educational settings; history or education majors preferred.
- Excellent written skills.
- Strong communication and interpersonal skills.
- Good organizational skills and attention to detail.
- Proficient in Microsoft Office suite.
- The ability to work independently and navigate the digital archives.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:30 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](#) by November 26, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - Note: Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.