

**Commonwealth Corporation
2 Oliver Street
Boston, MA 02109**

(Position is located in Commonwealth Corporation's Hadley, MA offices)

**Signal Success
Youth Pathways**

Position Title	Curriculum Intern
Reports to	Senior Manager for Curriculum and Implementation
Classification	Part-time: 15-20 hours per week
Hourly Range	\$17.00-\$20.00
Duration	February through May 2020 (with possibility of extension, based on performance and availability, into the summer months)

Position Description: This position would support the *Signal Success* team in preparing various pieces of the curriculum and supporting materials for uploading into a content management system. *Signal Success* is a comprehensive curriculum designed and tested by education and workforce development partners to help young people develop essential skills for future success. Students receive systematic instruction in core soft skills while engaging in meaningful future planning. This position will also require some data entry of work outcomes related to curriculum dosage. The person in position will need to be able to work independently as well as respond and adjust to feedback. The ideal candidate will have experience in a professional office setting, word processing and data entry skills and some experience with desktop publishing and typesetting applications.

Knowledge, Skills and Abilities

- Experience with InDesign or similar desktop publishing applications
- Strong word processing skills and familiarity with creating/editing with PowerPoint
- Experience with Excel or similar spreadsheet application
- Excellent writing, organization and communication skills
- Ability to effectively manage multiple project activities, work independently and with a strong attention to detail
- Be open to feedback and willing to adjust workflow and practices
- Comfortable working with multiple deadlines

Minimum Qualifications: Currently enrolled in post-secondary education in a related field (social sciences, workforce development, adult education, etc.), fluency with written standard English grammar and spelling, and must be willing to work on site (Hadley, MA) for at least 15 hours per week during the hours of 8:00 AM and 3:00 PM, Monday through Friday; valid

Massachusetts driver's license and access to a car, or access to public transportation (the Hadley office is on a PVTA bus line).

To Apply:

Candidates meeting all the minimum qualifications may apply by sending a resume and cover letter to: HrApplicant@commcorp.org

Applications will be considered on a rolling basis until the position is filled or until Wednesday, January 15, 2020. Anticipated start date of Monday, February 3, 2020.

Commonwealth Corporation is an Equal Opportunity Employer