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Digital Navigator (Senior Support)- Summer/Fall internship

Organization: H.U.G. Reading Program

Location: Remote

Job Type: Part-Time/Volunteer/FWS

About the H.U.G. Reading Program:

The H.U.G. (Help Us Grow) Reading Program is dedicated to fostering literacy and learning through online tutoring and engagement. We aim to create an inclusive and supportive environment where participants of all ages can thrive in a digital learning space.

Position Overview:

We are seeking a **Digital Navigator** to assist senior participants in navigating Zoom and other digital platforms used for our virtual tutoring sessions. The ideal candidate will be patient, tech-savvy, and passionate about helping seniors develop confidence in using technology. Healthcare portals for increased health literacy, Phishing scams, Gmails, connectivity to decrease the connectivity.

Key Responsibilities:

- Provide one-on-one or small-group assistance to seniors in accessing and using Zoom for online sessions.
- Guide participants through basic troubleshooting, including audio/video setup, screen sharing, and chat functions.
- Offer pre-session support to ensure seniors can join meetings on time and with minimal difficulties.
- Develop simple, easy-to-follow instructional materials tailored to the needs of senior learners.
- Maintain a friendly and supportive approach to digital literacy training.
- Track common technical issues and suggest improvements for program accessibility.

Qualifications:

- Strong familiarity with Zoom and other online communication tools.
- Experience in customer support, digital literacy training, or a similar role preferred.
- Excellent communication and interpersonal skills, especially with seniors.
- Patience, empathy, and a commitment to digital inclusion.
- Ability to explain technical concepts in a clear, simple manner.
- Reliable internet connection and access to a computer.

Navigators Benefits:

- Gain hands-on experience in digital literacy support and community engagement.
- Make a meaningful impact by helping seniors stay connected and engaged in learning.
- Flexible schedule with remote work opportunities.
- Certificate of appreciation upon successful completion of the role.

How to Apply:

Interested candidates should submit a brief statement of interest and resume to directorhr@hugreading.org with the subject line “**Digital Navigator Application – [Your Name]**”.

Join us in bridging the digital divide and empowering seniors to embrace technology with confidence!

H.U.G. Mentor

Position: H.U.G. Mentor

Commitment: Minimum 1 hour per week (Fall: September–December | Spring: January–March)

Location: Remote (via Zoom)

H.U.G. (Help Us Grow) is a reading intervention program dedicated to improving 3rd-grade reading comprehension levels. As a H.U.G. Tutor, you will work one-on-one with a child, guiding them through our structured literacy program and empowering them to become confident readers. Our proven approach provides you with the tools to BE THE DIFFERENCE in a child's reading ability and overall confidence.

Key Responsibilities:

Before the Session (15 Minutes Prior)

- Access Google Classroom and open that week's lesson.
- Pre-fill forms to maximize instructional time during the session.
- Set up in a quiet, distraction-free environment (phone silenced, door closed).

During the Session

- Meet with your assigned student in a Zoom Breakout Room.
- Screen share the lesson materials from Google Classroom.
- Establish and reinforce H.U.G. session rules (e.g., staying seated, focused, and engaged).
- Begin wrapping up at 10 minutes to the hour when prompted by the H.U.G. administrator.
- End the session by stopping screen share and saying goodbye to your student.

After the Session

- Complete the Post-Lesson Questionnaire (without the student).
- Ensure all required forms are submitted before closing Google Classroom.

Requirements:

- Ability to read at a 4th-grade level or higher.
- Be at least 17 years old.
- Willingness to learn and use technology for the H.U.G. process.
- Proficiency in Zoom (training and support provided).

- Complete a background check and abide by the H.U.G. Code of Ethics.
- Attend 2 to 4 hours of tutor training, covering:
 - Trauma-informed care
 - Technology training
 - H.U.G. fidelity training
- Must have access to a computer with a camera.

Why Join H.U.G.?

- Make a real impact in a child's life.
- Gain valuable experience in education, literacy intervention, and virtual tutoring.
- Be part of a supportive and inspiring community of educators and volunteers.

Become a H.U.G. Tutor today and help a child unlock the power of reading!

Volunteer Recruitment Internship

The Volunteer Recruitment Intern will play a key role in identifying, engaging, and coordinating volunteers to support H.U.G.'s initiatives. This position involves collaborating with the organization to assess volunteer needs, building partnerships to source potential candidates, and developing a structured recruitment process. The ideal candidate is an excellent communicator, proactive networker, and detail-oriented organizer with a passion for community engagement.

Key Responsibilities:

- Assist in coordinating and scheduling volunteers for H.U.G. programs.
- Ensure that volunteers are effectively utilized, engaged, and supported.
- Respond to volunteer inquiries in a timely and professional manner.
- Help organize Volunteer Recognition Activities to appreciate and retain volunteers.
- Maintain confidentiality to protect the integrity of H.U.G. and its volunteers.
- Support Volunteer Recruitment and Outreach Events to attract new volunteers.
- Identify and establish partnerships with institutions, online platforms, and social networks to expand volunteer recruitment efforts.
- Vet prospective volunteers to ensure alignment with H.U.G.'s mission and requirements.

Qualifications & Skills:

- Currently pursuing a college degree in a relevant field (e.g., Business Administration, Nonprofit Management, Social Work).
- Prior experience in volunteer engagement, recruitment, or coordination is a plus.
- Strong written and verbal communication skills.
- Ability to interact professionally with staff, volunteers, and community partners.
- Excellent organizational and multitasking abilities, with a keen attention to detail.
- Self-motivated and able to manage tasks independently while meeting deadlines.
- Passion for H.U.G.'s mission and a commitment to serving students and schools.

This internship provides hands-on experience in volunteer management, community outreach, and nonprofit operations, making it a great opportunity for individuals looking to build skills in recruitment and engagement. If you're enthusiastic about making a difference, we encourage you to apply!

Tutor Training Internship

Position: Tutor Training Intern

Commitment: Part-time (6-20 hours per week) | 6-12 months | Unpaid/FWS

Location: Remote

H.U.G. (Help Us Grow) is seeking a Tutor Training Intern to support the development and execution of our tutor training program. This role offers a unique opportunity to gain hands-on experience in education leadership, curriculum development, and tutor mentorship while working in a collaborative, flexible, and remote environment.

Key Responsibilities:

- Assist in developing and refining training materials for new and returning tutors.
- Manage Google Classroom and other learning platforms to facilitate tutor onboarding and skill-building.
- Support tutor session coordination, including scheduling, monitoring, and providing feedback.
- Provide direct guidance to tutors, helping them implement best practices in reading intervention and student engagement.
- Track tutor progress and performance, collecting data to improve training strategies.
- Assist in curriculum development, ensuring alignment with H.U.G.'s literacy goals.
- Facilitate training workshops and professional development sessions for tutors.

Qualifications & Skills:

- Currently enrolled undergraduate/graduate student (preferred fields: Education, Public Health, Psychology, English, Communications, or Nonprofit Management).
- Passion for literacy education, tutoring, and mentorship.
- Strong communication and organizational skills.
- Ability to manage multiple tasks and adapt to shifting priorities.
- Experience with Google Classroom, Zoom, and online learning platforms (preferred).
- Prior experience in tutoring, teaching, or curriculum development (a plus but not required).

Why Join H.U.G.?

- Gain valuable leadership experience in education and tutoring.
- Work in a collaborative, flexible, and mission-driven environment.
- Make a direct impact by helping train and support tutors who improve literacy for young learners.

Join us and help shape the future of literacy education!

Social Media Internship

The Communications & Social Media Internship is a 6–12 month, part-time (6–20 hours per week) opportunity for a dynamic and creative individual passionate about storytelling, digital engagement, and media strategy. This role requires a detail-oriented, proactive team player with an entrepreneurial mindset and the ability to manage multiple projects in a fast-paced environment.

Key Responsibilities:

Social Media & Digital Content:

- Develop, schedule, and manage social media content for Twitter, Facebook, LinkedIn, and Instagram to promote H.U.G.
- Assist in creating and executing social media campaigns and observances to boost engagement.
- Monitor and analyze social media metrics to measure effectiveness and provide insights.
- Research and source content from staff and other relevant sources to enhance digital storytelling.

Writing & Editing:

- Draft and edit content, including press releases, media advisories, photo captions, and copy for digital platforms.
- Ensure clarity, accuracy, and consistency in all written materials.

Photo, Video & Graphic Design:

- Edit and format photos and videos for social media and web using Canva.
- Create infographics, GIFs, animations, and other visual content to enhance messaging.
- Assist with photography and videography when needed.

Media Relations & Outreach:

- Research and maintain media contact lists.
- Identify and pursue opportunities to share H.U.G. stories with journalists and media outlets.
- Support the writing, editing, and distribution of press releases and media advisories.
- Assist in tracking and compiling media reports.

Communications & Administrative Support:

- Take notes during meetings and assist with follow-up communications.
- Create and manage PowerPoint presentations for internal and external use.
- Assist in preparing reports for meetings, events, and presentations.
- Provide general administrative support for communications initiatives.

Qualifications:

- Currently enrolled in or recently graduated from a journalism, communications, public relations, marketing, digital media, graphic design, or related program.
- Strong writing and editing skills with attention to detail.
- Experience managing social media platforms and analyzing engagement metrics.
- Familiarity with Canva for photo and video editing (experience with other design tools is a plus).
- Knowledge of media relations and digital marketing strategies is preferred.
- Ability to multitask and adapt to shifting priorities.
- Spanish language skills are a plus.

This internship offers hands-on experience in digital communications, content creation, and media strategy, allowing interns to develop valuable skills while contributing to a meaningful cause. If you're creative, eager to learn, and passionate about making an impact, we encourage you to apply!

Avachato SMS Communications Intern

Job Title: Avachato SMS Communications Intern

Program: Help Us Grow (H.U.G.) Reading Program

Location: Remote

Internship Type: Part-Time, Unpaid Upto 20 to 25 hours (with potential for academic credit)

Duration: 8–12 weeks (flexible based on academic schedule)

About the H.U.G. Reading Program

The Help Us Grow (H.U.G.) Reading Program is a volunteer-driven initiative focused on improving literacy among K–3 students through virtual reading sessions. We are committed to creating equitable access to learning, nurturing reading confidence, and fostering community support for early education.

Position Summary

We are seeking a detail-oriented and tech-savvy Avachato SMS Communications Intern to support our outreach and engagement efforts using Avachato's SMS platform. In this role, you'll help craft and manage text message campaigns to keep volunteers, parents, and community partners informed and engaged. You will play a key role in ensuring effective and timely communication across all program touchpoints.

Key Responsibilities

- Assist in drafting, scheduling, and sending SMS campaigns through the Avachato platform.
- Maintain and update contact lists to ensure message accuracy and compliance.
- Monitor incoming messages and assist with follow-up or routing as needed.
- Collaborate with team members to identify and implement best practices for communication.
- Track and report SMS engagement analytics (response rates, open rates, etc.).
- Support communication workflows related to tutoring sessions, program events, and announcements.
- Help ensure messages are culturally inclusive and aligned with H.U.G.'s mission and tone.

Preferred Qualifications

- Currently pursuing a degree in Communications, Marketing, Education, Nonprofit Management, or a related field.
- Familiarity with SMS communication platforms (Avachato experience preferred, but not required).
- Strong written communication skills, particularly in concise and clear messaging.
- Comfortable with basic data entry and digital tools (Google Workspace, Excel, etc.).
- Ability to work independently and meet deadlines in a remote environment.
- Passion for educational equity and community impact.

What You'll Gain

- Hands-on experience with SMS-based outreach tools in a nonprofit setting.
- Skill development in digital communications, data management, and audience engagement.
- Mentorship and collaboration with professionals in education, technology, and program development.
- A meaningful opportunity to support youth literacy and make a difference in under-resourced communities.

Talent Acquisition/HR Internship

Position: Talent Acquisition/HR Intern

Commitment: Part-time (10-20 hours per week) | 6-12 months

Location: Remote

H.U.G. (Help Us Grow) is seeking a Talent Acquisition/HR Intern to support our hiring, recruitment, and onboarding efforts. In this role, you will collaborate with our team to identify, screen, and onboard qualified candidates for various positions within the organization. You will play a key role in developing recruitment strategies, strengthening partnerships, and utilizing online hiring platforms to expand our talent pool.

Key Responsibilities:

- Create and post job descriptions tailored to attract top candidates.
- Screen and vet applicants by reviewing resumes and conducting virtual interviews.
- Communicate H.U.G.'s mission, vision, and available roles to potential candidates.
- Facilitate onboarding, including coordinating introductory meetings and providing basic training for new hires.
- Utilize job boards and recruiting platforms (e.g., LinkedIn, Handshake) to source potential hires.
- Assist in developing recruitment plans and building partnerships to enhance hiring efforts.

Qualifications & Skills:

- Currently pursuing or recently completed a bachelor's degree in Human Resources, Business Administration, or a related field.
- Strong interest in talent acquisition, recruitment, and HR processes.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to prioritize tasks independently.
- Experience using LinkedIn, Handshake, and other recruitment platforms (preferred).

Why Join H.U.G.?

- Gain hands-on experience in HR, talent acquisition, and organizational development.
- Work in a collaborative and mission-driven environment.
- Help expand a team dedicated to improving literacy and education.

Join us and help build a team that makes a difference!

Administrative Assistant Internship

Position: Administrative Assistant Intern

Commitment: Part-time (6-20 hours per week) | 6-12 months | Unpaid/FWS

Location: Remote

H.U.G. (Help Us Grow) is seeking an Administrative Assistant Intern to provide essential support in managing daily operations, coordinating administrative tasks, and assisting with internal communications. This role offers hands-on experience in organizational management, communications, and administrative coordination within a flexible and collaborative remote work environment.

Key Responsibilities:

- Create and manage PowerPoint presentations for meetings, training sessions, and reports.
- Prepare reports, documents, and meeting materials, ensuring accuracy and professionalism.
- Assist with scheduling and coordination of virtual meetings, including note-taking and follow-ups.
- Support general administrative tasks, such as organizing files, managing email communications, and handling data entry.
- Assist with internal and external communications, including drafting emails and updating documentation.
- Provide support for event planning and coordination, as needed.
- Perform other administrative tasks as assigned to enhance operational efficiency.

Qualifications & Skills:

- Currently enrolled undergraduate/graduate student (preferred fields: Business Administration, Communications, Nonprofit Management, or a related field).
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace (Docs, Sheets, Slides), and Zoom.
- Ability to prioritize tasks, meet deadlines, and work independently.
- Spanish language skills are desirable but not required.

Why Join H.U.G.?

- Gain practical experience in administrative and organizational management.
- Work in a supportive, flexible, and mission-driven environment.
- Enhance your skills in communication, event planning, and project coordination.

Join us and be a key part of supporting H.U.G.'s mission!

Donor Relations Intern

This Donor Relations internship is a 6 -12 month, part-time (6-20 hours per week) internship. This role requires an energetic, dedicated, and detail-oriented person who can manage multiple tasks. This individual is a team player with an entrepreneurial spirit, willingness to learn, and ability to manage multiple tasks while adapting to shifting priorities.

As a Donor Relations intern, you will be given the opportunity to guide and direct donors through the donation process. Through the use of online platforms, you will be responsible for maintaining positive relationships and communication patterns with various organizations. Along with communications work, other duties include filing donation forms and informing the HUG team of our donations in progress.

Responsibilities

- Lead engagement efforts to attract interest from potential donors
- Maintain relationships with existing donors, through the use of thoughtful communication
- Assist HUG throughout the donation process, this includes:
 - Sending out relevant documents to donors
 - Completing and filing paperwork related to each donation
 - Keep relevant internal stakeholders, informed of the stages of each donation as they occur

Qualifications

- Working toward a college degree, preferably in a related field (Business Administration, Nonprofit Management, Finance, Etc..)
- Proficient written and verbal communication skills
- Ability to translate business requirements into non-technical terms
- Demonstrated leadership, versatility, and integrity

Cyber Security Internship

Position Overview:

We are seeking a motivated and detail-oriented Cyber Security Intern to join our team. This role will involve supporting the security of our online tutoring sessions and safeguarding sensitive data. This internship is an excellent opportunity to gain practical experience in cybersecurity while contributing to the success of a meaningful educational program.

Key Responsibilities:

- **Background Checks:** Conduct background checks on tutors and staff to ensure a secure environment for students.
- **Security Awareness:** Assist in creating and delivering security awareness training for employees and volunteers.
- **Policy Development:** Help in the development, implementation, and ongoing maintenance of security policies, procedures, and standards.
- **Compliance Audits:** Perform audits to assess adherence to security policies, as well as regulatory requirements like GDPR, FERPA, and COPPA.
- **Risk Assessment:** Identify and evaluate security risks, documenting potential impacts and recommending solutions.
- **Risk Mitigation:** Propose strategies to mitigate risks and improve overall security posture.
- **Documentation:** Update and maintain documentation for security protocols, incident reports, and compliance measures.
- **Continuous Learning:** Stay informed on emerging cybersecurity threats, trends, and best practices.
- **Volunteer Monitoring:** Monitor volunteer conduct to ensure adherence to company policies and safe interactions with students in virtual environments.

Qualifications:

- Currently pursuing or recently graduated with a degree in Cyber Security, Information Technology, or a related field.
- Solid understanding of cybersecurity principles, tools, and technologies.
- Familiarity with privacy regulations (GDPR, FERPA, COPPA) is a plus.
- Strong problem-solving and analytical abilities.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively in a team.
- Strong organizational skills and keen attention to detail.
- Experience with Zoom and online collaboration tools is beneficial.

Benefits:

- Gain hands-on cybersecurity experience in an educational setting.

- Work remotely with flexible hours.
- Contribute to a cause that positively impacts students' educational experiences.
- Receive mentorship and support from seasoned professionals.
- Potential for a letter of recommendation upon successful completion of the internship.

This internship offers a valuable opportunity to gain hands-on experience in Cyber Security while contributing to a meaningful cause. If you're eager to learn and make an impact, we encourage you to apply!

IT & Data Management Internship

The IT & Data Management Internship is a 6–12 month, part-time (10–20 hours per week) opportunity designed for individuals eager to develop their technical and data management skills in a dynamic, mission-driven environment. This role requires a detail-oriented, adaptable, and proactive individual who can balance multiple tasks while collaborating with a team. The ideal candidate is a self-starter with an entrepreneurial mindset and a passion for leveraging data to support the goals of the H.U.G. Reading Program.

Key Responsibilities:

- Organize, manage, and analyze primary and secondary data relevant to H.U.G.'s initiatives.
- Identify, collect, and maintain historical data records.
- Ensure all data is securely stored and structured in an organized, logical manner.
- Conduct quality assurance on raw data files, resolve missing metadata, and prepare data for uploads.
- Collaborate with project staff and partner organizations to address data archiving needs.
- Assist in developing reports and data analytics to support decision-making.
- Research and recommend new tools and services for data management and collection.

Qualifications:

- Currently enrolled in a university (or recent graduate).
- Proficiency in Excel or Google Sheets required.
- Strong written and verbal communication skills.
- Ability to translate business requirements into non-technical terms.
- Experience managing master data, including creation, updates, and deletion.
- Familiarity with Database Management Systems (e.g., Zoho) is a plus.
- Experience working with Cloud Computing Platforms (e.g., AWS, Salesforce) is desirable.
- Demonstrated leadership, adaptability, and integrity.

This is a non-paid internship that offers a valuable opportunity to gain hands-on experience in IT and data management while contributing to a meaningful cause. If you're eager to learn and make an impact, we encourage you to apply!

Onsite Specialist

A H.U.G. volunteer/employee who is also responsible for transporting any needed session materials to and from session locations. This specialist internship is a 6-12 month, part-time (2-10 hours per week) internship. This individual will need to bring all H.U.G. technology (ipads, headphones, backup charges) to the locations (or retrieve them from the school) and set them up prior to the session and also distributing any materials for the students to keep.

Delivering materials

- Must arrive at the location at least thirty minutes prior to the beginning of the session. Complete any check in process with the school or program faculty. They will then take attendance of the students and communicate who is and is not present to the session coordinator so they can prepare the tutors.

Set up

- This will include turning on all ipads/ computers that will be used for the session and opening zoom. Turn on all ipads, spread them out around the room, and place each child's name tag in front of their ipad. The zoom code should then be typed into each device and students should each be assigned a device and their names entered to the zoom before joining the session so they can be identified by the session coordinator. Headphones should also be plugged into each device. Space students out as much as possible, facing walls if possible.

Zoom Step by Step

1. Connect each iPad to the wifi in the iPad "Settings"
2. Open the light blue Zoom app on the iPad
3. Click "Join" (blue plus button)
4. Enter the meeting ID# and click the blue "Join" bar
5. Wait for the host to let everyone in the meeting
6. You may have to manually turn the video on & choose to "Call/Join Internet Audio" (in the bottom left corner if the option does not appear on the screen)
7. All of the students and tutors will be in the main room and should wait patiently

8. The HUG Online Specialist will open the breakout rooms and begin assigning each student to their own room
9. Instruct each students to click “Join Breakout Room” when the option pops up on the screen
10. The students are in and can begin their tutoring lesson!
11. At the end either the HUG Specialist will end the meeting, or the students can choose to click “Leave Meeting”

Session Monitoring

- During the session this H.U.G. volunteer/employee will be responsible for ensuring students' audio and video are working properly. They should also ensure that each student enters their correct breakout room. The monitor should be in constant communication with the session coordinator on the zoom call and/or by phone.

End of Session (any extra time)

- Please play Simon Says with students if there is any extra time (Simon Says raise your right hand, Simon says hug yourself, Simon says hop on one foot etc)
- They also like to play a game where you ask them to hold up the right amount of fingers on top of their head. For example, you can ask them to show you five fingers using two hands (like bunny ears on top on their head – 3 fingers on one hand and two fingers on the other hand etc). Go slightly quickly and it engages their brains.

Clean up

- Once the session has ended all technology should be collected, accounted for, and sanitized. All headphones should be placed back in cases (if applicable.) All items will be counted and placed back in the container for transportation (bag or tote.) If there is any material to hand out (books, mints, stickers, or goodie bags) those should be given to each student. As the students leave the session and ask them what they want to “BE for the week?” Ie. BE respectful, BE persistent, etc. (note: Mints stimulate alertness) All materials should be sanitized and charged in between each session.

Qualifications for Virtual and Onsite Specialists

- Strong organizational skills
- Strong people skills

- Strong communication skills
- Some management experience or ability
- Teaching or tutoring experience

Online/Virtual Learning Specialist Internship

The Online/Virtual Learning Specialist Intern will play a key role in ensuring the smooth operation of H.U.G.'s virtual tutoring sessions. This position requires an organized, tech-savvy, and detail-oriented individual who can effectively manage virtual learning environments, support tutors and students, and troubleshoot technical issues. The intern will oversee sessions from preparation to post-session debriefs, ensuring a seamless and engaging online experience.

Key Responsibilities:

Pre-Session (30 Minutes Before Start Time):

- Log into Zoom and prepare for the session.
- Set up Breakout Rooms, creating a few extra as backups.
- Admit tutors 15-30 minutes before the session starts and take attendance.
- Remind tutors of their assigned students and grade levels.
- Ensure tutors are logged into their H.U.G. email and have access to the correct classroom and lesson.

During the Session:

- Admit students from the Waiting Room at the scheduled start time.
- Rename students with incorrect screen names for consistency.
- Designate a tutor to lead the "Be the Difference" message for all participants.
- Assign students and tutors to Breakout Rooms and open all rooms.
- Monitor sessions by visiting Breakout Rooms and responding to "Ask for Help" messages.
- Send broadcast messages to all Breakout Rooms at:
 - 15 minutes before the hour (5-minute warning).
 - 10 minutes before the hour (rooms closing soon).
- Close Breakout Rooms and lead the closing remarks before dismissing students.

Post-Session:

- Conduct a Tutor Debrief, allowing tutors to share session highlights and concerns.
- Take notes on students who did not complete their first or second read.
- Gather tutor feedback by having them share one positive and one challenge from the session.
- Report session insights and tutor feedback to the H.U.G. Team, including highlights for the newsletter.

Qualifications & Skills:

- Currently pursuing a degree in Education, Instructional Technology, Nonprofit Management, or a related field.
- Strong familiarity with Zoom, including Breakout Rooms and chat functions.
- Excellent communication and organizational skills.
- Ability to multitask and problem-solve in real-time.
- Comfortable with virtual learning environments and online facilitation.
- Experience in mentoring, tutoring, or online learning coordination is a plus.

This internship is a great opportunity for individuals looking to gain experience in virtual education, program management, and online engagement while making a meaningful impact.

Remote Learning Specialist Internship

Position Title: Remote Learning Specialist

Location: Remote

Program: Help Us Grow (H.U.G.) Reading Program

Type: Part-Time

Compensation: Unpaid or FWS

About the H.U.G. Reading Program

The H.U.G. Reading Program fosters a love for reading and improves literacy skills among children and young adults. Our mission is to provide high-quality tutoring and support to help students grow academically and personally.

Position Overview

We are seeking a dedicated Remote Learning Specialist to join our team. This role is crucial in enhancing the effectiveness of our remote learning initiatives and ensuring that our online tutoring sessions are engaging, interactive, and impactful. The Remote Learning Specialist will work closely with tutors, students, and program coordinators to optimize our virtual learning environment.

Key Responsibilities

- Program Development:
 - Design and implement remote learning strategies and best practices.
 - Develop interactive and engaging curriculum materials for online tutoring sessions.
 - Utilize technology to create a dynamic and effective learning experience.
- Training and Support:
 - Train and support tutors in using online teaching tools and techniques.
 - Provide ongoing technical and instructional support to tutors and students.
 - Troubleshoot technical issues and provide solutions to ensure smooth online sessions.
- Quality Assurance:
 - Monitor and evaluate the effectiveness of remote learning sessions.
 - Collect feedback from tutors and students to continuously improve the program.
 - Implement changes based on feedback and evolving educational standards.
- Community Engagement:
 - Foster a supportive and collaborative online learning community.

- Organize and facilitate virtual events, workshops, and engagement activities.
- Encourage active participation and interaction among students and tutors.
- Administrative Duties:
 - Maintain accurate records of online sessions, training, and support activities.
 - Assist with data collection and reporting for program evaluation.
 - Manage scheduling and logistics for online tutoring sessions.

Qualifications

- Education: Bachelor's degree in Education, Instructional Design, Educational Technology, or a related field. Master's degree preferred.
- Skills:
 - Strong understanding of online learning platforms and technologies.
 - Excellent communication and interpersonal skills.
 - Proficient in creating and delivering virtual training sessions.
 - Ability to develop engaging and interactive online curriculum materials.
 - Strong organizational and time-management abilities.
- Experience:
 - Previous experience in remote teaching, instructional design, or educational technology.
 - Experience in training and supporting educators in a virtual environment.
 - Experience working with diverse student populations is a plus.
- Attributes:
 - Passionate about education and literacy.
 - Innovative and adaptable in a fast-paced, remote work environment.
 - Detail-oriented and committed to continuous improvement.
 - Culturally sensitive and inclusive in interactions with diverse groups.

Benefits

- Opportunity to make a significant impact on students' educational journeys.
- Professional development and growth opportunities.
- Collaborative and supportive work environment.