



Impact Interns: Summer 2021

Organization Information

Organization Name:	The Civic Circle
Address:	8720 Georgia Ave. Suite 302 Silver Spring, MD 20910
Website:	https://theciviccircle.org/
Organization Description:	<p>The Civic Circle’s mission is to empower young students to understand and participate in democracy through music and the arts, inspiring compassionate, informed, engaged citizens.</p> <p>Through performances, educational videos and after-school workshops, we teach young students seven civic skills we call “steps to democracy.” Students learn civility (Listen!), news literacy (Learn!), voting (Choose!), voluntarism (Join!), advocacy (Speak!), organizing (Act!), and public leadership (Lead!).</p> <p>A leading aspect of our mission is to close the well-documented racial equity gap in civic knowledge and engagement that has dampened voting and political agency among students in marginalized communities. Our equity-informed program targets diverse Eastern Montgomery County. The songwriting aspect of our program lifts up student voices so they can both process the social upheavals they are living through, and expand their civic efficacy with a potent tool to advance community change: Music.</p>
Intern Supervisor: (Name, title, email)	Eliza Newlin Carney, Founder and President, The Civic Circle, ecarney@theciviccircle.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June 15 through August 15
Hours Per Week:	25
Number of Weeks:	Eight (8) Weeks
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate



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<p>Internship Description and Duties:</p>	<p>Improve the digital look, appeal and interactivity of up to eight (8) Lesson Plans that currently exist only in PDF format on the Civic Circle website. These Lesson Plans consist of one introductory unit (What is Democracy?) and one unit for each of the seven “steps” to democracy at the heart of The Civic Circle’s program.</p> <p>These are: civility (Listen!), news literacy (Learn!), voting (Choose!), voluntarism (Join!), advocacy (Speak!), organizing (Act!), and public leadership (Lead!). Each Lesson Plan is accompanied by an original Civic Circle song viewable on The Civic Circle’s YouTube channel.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Utilize appealing fonts, pull-out quotes, infographics and stock images to create an eye-catching and polished look for up to eight Lesson Plans covering civic skills that currently exist in PDF format on The Civic Circle’s website. • Leverage WordPress Plugins and other tools to facilitate a seamless teacher experience that digitally integrates the various elements of the Lesson Plan, including Civic Circle music videos and PowerPoint slide shows. • Use a WordPress Plugin or other tool to require teachers to log in before accessing each Lesson Plan, so that The Civic Circle can track the number of teachers who use our materials, and remain in touch with stakeholders. • As time permits, assist The Civic Circle with other web upgrades and digital marketing materials. Please note that this internship does <i>not</i> entail creating a website from the ground up. The Civic Circle has a mature website. This internship is focused on improving the digital appearance and interactivity of up to eight Lesson Plans (as time permits) on an already-existing website.
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>Project Impact:</p> <p>The intern will enjoy considerable creative freedom and leadership in establishing a uniform and professional look for Civic Circle digital curriculum materials.</p>



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	<p>Improving the professional look and digital accessibility of Lesson Plans will assist The Civic Circle with marketing, fundraising and impact. We have a highly original approach that includes a one-of-a-kind curriculum and a unique repertoire of catchy civic songs, but these are currently presented in a somewhat pedestrian and outdated format.</p> <p>A modern, digital-first presentation will make our program more popular with and useful to teachers. At present, our curriculum is mostly used locally in the Silver Spring area. With better marketing and digital accessibility, our program has the potential to be used by teachers all over the country.</p> <p>We are a fast-growing group with a compelling mission run entirely by volunteers. A paid intern would help us professionalize our operations and move to the next level of capacity-building and sustainability, so that we can expand our impact.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Familiarity with WordPress. • Basic coding and web design skills. • Self-starter with ability to take initiative, work independently and show entrepreneurial instincts. • Good writing skills, interest in education, curriculum development and/or history/social studies/civics. • Commitment to The Civic Circle’s mission of advancing civic understanding, expression and engagement in young students.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<p>Not Applicable.</p>
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Writing Sample <input checked="" type="checkbox"/> Other: Digital work sample, such as web page, computer-generated graphics, or other creative online work._</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____</p>