



Early Childhood/Elementary Education Intern

We are searching for an Early Childhood/Elementary Education Intern to join our team.

The Early Childhood/Elementary Education Intern will be responsible for overhauling the Forgotten Voices's VBS curriculum to align with organizational goals, and best practices, for developing an internationally relevant child-centered Christian Discipleship materials, and for the development of an interactive exhibit for local children to learn about the orphan crisis and response in southern Africa. A successful Early Childhood/Elementary Education Intern will possess directly relatable education, strong administrative and technical skills, excellent communication skills, creativity, attention to detail, sound judgment and professionalism and a personal commitment to the organization's mission. The ideal candidate can also listen well, pivot and collaborate. This role will work closely with the Office Administrator, Board, Executive Director, and external consultants to consistently deliver on curriculum and exhibit objectives.

Core Responsibilities may include:

- Overhaul current VBS curriculum and create Christian Discipleship materials to provide evidence-based, robust, dynamic, and culturally-relevant content for use by stateside and international churches.
- Research and identify best practices and applicable tools to enhance VBS curriculum and Christian Discipleship materials and provide support with facilitating their integration into VBS curriculum and Christian Discipleship materials.
- Analyze reporting needs and design appropriate mechanisms to maximize FVI's VBS curriculum usage data.
- Research, develop and present recommendations for an interactive exhibit educating local children about the orphan crisis and response in southern Africa.
- Research and identify best practices and applicable tools for developing the exhibit and provide support with facilitating their integration into the exhibit.
- Analyze reporting needs and design appropriate mechanisms to maximize FVI's exhibit usage and efficacy data.
- Monitor trends in the field and develop recommendations; present reports.
- Collaborate with fellow interns.

Candidate Skill Set

- A heart for service.
- Creative and highly motivated.
- A desire to expand your worldview.
- Strong cross-cultural listening, understanding and communication skills.
- Knowledge of international development is preferred.
- Collaborative team player, highly organized and self-starter.





- Active listening and skillful communication (clear, honest and respectful).
- Curious and innovative.
- Pursuit of Bachelor's or Associate's degree in: Early Childhood Education, Elementary Education, Child Development, or a related field; or relevant professional experience.
- Proficient in Excel and other Microsoft Applications as well as Google Drive Applications.
- Ability to work independently and as a member of a team.
- Ability to multi-task and manage multiple priorities with flexibility and poise.
- Strong analytical and problem-solving skills, including successful project management.
- Ability to communicate effectively with internal/external audiences of the organization.
- Attention to detail with an exceptional level of accuracy.
- Ability to organize and prioritize effectively.
- Ability to adapt and work efficiently in a dynamic environment with deadlines.
- Agreement and personal commitment to the Christian values of the organization.

Additional Details

- In-person/onsite (office located in Dillsburg, PA)
- 10-25 hours/week (hours flexible; based on class schedule)
- Schedule: Monday-Thursday onsite, Fridays remote

To Apply

- Email your resume and cover letter to info@forgottenvoices.org.

