

Part Time Academic Enrichment Intern

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Academic Enrichment program runs year-round academic support programs for elementary school students and provides preK-12 advocacy services to families to ensure their students receive necessary academic support.

Position summary: The **Academic Enrichment Intern** supports the daily operations, enrichment programming, volunteer coordination, and administrative needs of the Academic Enrichment (AE) program. This Part Time role ensures high-quality enrichment and instructional experiences for students by coordinating staff, volunteers, and families, while maintaining organized, responsive, and student-centered program delivery.

Key Responsibilities:

Program Coordination & Daily Operations

- For winter/summer: Monitor weekly weather conditions and adjust programming plans as needed.
- Prepare for and attend Academic Enrichment staff check-ins.
- Set up classrooms and gather instructional and enrichment materials daily.
- Support daily program operations during enrichment and instructional hours.
- Oversee student dismissal and ensure proper clean-up procedures.

Staff & Volunteer Support

- Facilitate weekly Academic Enrichment volunteer check-ins, including:
 - Weekly planning and logistics
 - Identifying issues and solutions
 - Reviewing volunteer feedback and concerns
- Follow up with volunteers to implement strategies and address challenges.
- Identify student needs or concerns and report them during staff meetings.

Instructional & Enrichment Support

- Support enrichment facilitators during programming hours.
- Ensure program space is prepared with appropriate materials for enrichment activities.

Family Communication & Engagement

- Contact families regarding:
 - Student attendance concerns
 - Workshop reminders
- Follow up with the AE Coordinator regarding family outreach needs.

Administrative Responsibilities

- Attend weekly AE check-ins.
- Coordinate with the Program Lead to:
 - Print and prepare materials
 - Organize storage areas and the program library
 - Prepare for family workshops
- Maintain accurate records of needs, feedback, and follow-up actions.

Required Skills/Qualifications:

- Fluent verbal and written Spanish and English skills required
- Bachelor's degree in education preferred, social work or related discipline
- Two years of experience in education or non-profit social services for children and families
- Data management experience required; Salesforce knowledge a plus
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds
- Ability to advocate for B1C's program participants and help them advocate for themselves
- Self-directed with strong organizational and communication skills
- Commitment to B1C's mission and goals

Hours: onsite Mon-Thu 4-6pm; Fri 2 hours to check in with families and volunteers and coordinate the upcoming week's volunteer schedule. This internship will take place from February to the end of May 2026.

To apply for this position, please submit your resume to jobs@b1c.org.

Building One Community is an Equal Opportunity Employer