



ECE Program Intern Job Description, Summer 2026

Originally Drafted 2/9/2026; Last Reviewed 2/9/2026

Job Title: Program Intern

Location: Hybrid within Tennessee, with preference for candidates located near Nashville, Memphis, Knoxville, or Chattanooga. Though most responsibilities can be fulfilled remotely, occasional in-person events will take place in Nashville.

Reports to: Program Director

Internship Timeline: Approximately May 11 – August 7, 2026. Exact start and end dates will be finalized with the selected candidate upon hire.

Work Hours: Part-time, with potential to evolve. This is an hourly position with compensation commensurate with experience.

Role Overview:

[Equal Chance for Education](#) (ECE) seeks a Program Intern to support the Program Director in Summer 2026. The primary goal of this role is to actively assist with summer programming for the ECE community as well as prepare for programming for the 2026-2027 academic year. The Program Intern will focus on recruiting and onboarding new volunteer mentors while providing additional support for ECE's summer programming, such as the Summer Mentoring Series, Summer Book Club, and Scholar Orientation Sessions.

Core Responsibilities:

- Mentor Recruitment & Onboarding (50%)
 - Conduct community outreach to recruit new volunteer mentors for ECE's 1-on-1 Mentorship Program, including networking with professional organizations and/or giving public presentations about the program
 - Lead virtual Mentor Info Sessions for prospective volunteer mentors, including managing registrations and follow-up
 - Support the Program Director with the ECE Mentors Annual Kick-Off Meetings
 - Assist with matching mentors and scholars for the 2026-2027 academic year

- Summer Mentoring Series (20%)
 - Manage student registrations for all 8 Summer Mentoring Series sessions
 - Coordinate logistics with scholars and host sites for the 4 in-person sessions in Nashville
 - Co-lead the 4 virtual sessions alongside the Program Director, including serving as a point of contact for panelists
 - Support scholars with post-event reporting, as necessary
- Scholar Orientations (20%)
 - Support overall event planning for scholar orientations, including 1 in-person orientation in Nashville and 2 virtual orientations
 - Assist with event planning and logistics as needed, such as coordinating volunteers, researching vendors, communicating with attendees, etc.
- Summer Book Club (5%)
 - Co-lead the weekly virtual book club alongside the Program Director
 - Serve as a point of contact for book club participants
- Other (5%)
 - Support ECE program evaluation efforts by ensuring clean scholar data and record-keeping
 - Other duties as assigned

Qualifications:

- Current college student or recent graduate
 - NOTE: This internship is not open to current ECE Scholars.
- Interest in issues related to non-profit management, volunteer coordination, education equity, and/or immigrant communities

Skills:

- Knowledge of the unique experiences of first-generation college students and/or students from immigrant backgrounds
- Experience with Microsoft365, especially Outlook and Microsoft Forms
- Cultural humility
- Strong organization, initiative, and communication
- Bilingual Spanish/English preferred but not required

Interested candidates should submit application materials via <https://www.equalchanceforeducation.org/join-our-team/> by March 13, 2026.