Know Allegiance Nation Paid Summer Internship Position (32 Total)

Programs

Youth Literacy Programs Assistant, Intern

- Recruit emerging authors and youth of reading age to participate (8-18) in literacy programs
- Support coordinating weekly youth literacy program - Illuminate: Literacy Entrepreneurs with a goal weekly attendance of at least 10 youth
    - Contributing to and implementing literary lesson plans
    - Coaching and preparing youth for open mics and other events
- Support coordinating Youth Poetry Writing Competition
    - Soliciting submissions through in-person (tabling, flyering) and digital outreach
    - Reviewing and convening judges to additionally review submissions
    - Selecting, and coordinating the finalists to participate in The Healing
    - Announcing winner at The Healing
- Support coordinating a Spoken Word Poetry Slam @ The Healing

Requirements

- Strong reading and writing skills
- Self-starter, able to work great in a team and independently to get tasks done
- Teaching or instruction background/interest preferred
- Accountability. Being responsive and accountable to students and parents

Family Literacy Programs Assistant, Intern

- Host weekly family literacy events @ Know Allegiance Nation, local libraries and public spaces such as gardens, parks and grocery stores with a goal weekly attendance of at least 10 people.
    - Notebook making
    - Bookmark making
    - Pen flower making (crochet, etc...)
    - Buttons
    - (Word) Stickers
    - Card/Envelope making
    - Color & Chill
    - Bookcase making
    - Signs
    - Puzzles
    - T-Shirts
- Partner with artists and authors to be guests/guest hosts of the events
- Work with Print Shop Assistant to manage event needs
- Create and manage in-person (tabling, flyering) and digital outreach (website, social media, newsletters) for family literacy events.

Requirements

- Self-starter, able to work great in a team and independently to get tasks done

- Strong technical, computer/digital and troubleshooting skills
- Accountability. Being responsive and accountable to students and parents

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Print Shop Assistant (2, Morning & Afternoon)

- Receive internal and external requests for printing items and fulfill requests
- Navigate multiple formats to print and make items using digital and non-digital tools (computers, phones/tablets and non-eletronic tools)
- Manage print shop equipment - printers, paper cutters, engraver, button maker, heat press, etc… (cricut, princube, cubiio, laser printer, large format printer, book binders)
- Manage print shop materials (paper, buttons/backs, wood, binding combs, etc…)
- Keep safety protocols for all equipment
- Print and create items (posters, flyers, buttons, notebooks, bookmarks, stickers, t-shirts, etc…)
- Provide support to Know Allegiance Nation literacy events and event coordinators

Requirements

- Strong technical, computer/digital and troubleshooting skills
- Experience with managing batch processes
- Strong organizational skills
- Creative
- Background in design preferred

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Events Assistant Coordinator

- Coordinate weekly in-person open mic series
- Invite artists to perform and/or vend with a goal weekly attendance of at least 25 people
    - Get business cards (physical and digital), social media profiles to add to an artist database
- Provide family friendly guidelines to artists and ensure a clean mic
- Coordinate weekly film series focused on performing and visual arts and culture
- Support with coordinating The North End Urban Expressions Art Festival: The Healing
- Setup/breakdown event including coordinating sound, lighting, decorations, refreshments, passing the hat/setting out tip jar, etc…
- Support making flyers and sharing the event with the public through social media, email, etc…
- Tabling at in-person events and locations to share the word about the upcoming open mics
- Write debriefs/articles about events

Requirements

- Reliable transportation
- Punctality
- Ability to communicate well with various different people
- Event management experience preferred

Days -Wed 3-7pm Thursday, 3-7pm, Friday 1:30-7:30, Sat 1-6:30pm

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KAN Books Co-op Member Assistant (2), Intern

- Recruit new authors and emerging authors to KAN Books Co-op, with a weekly goal of at least 100 authors engaged (50 in-person engagements (setting up meetings, going to events, lunch, etc…) and 50 digital engagements).
    - Document outreach and engagements in shared Google Doc
- Gather books from KAN Books Co-Op membership to place in store and KAN Books Co-op vendor tables
- Gather updated contact from KAN Books Co-op members and update author database
- Gather information about KAN Books Co-op member's events and add them to shared co-op community calendar
- Invite KAN Books Co-Op members to upcoming Know Allegiance Nation events
- Man KAN Books vendor tables at Eastern Market and Know Allegiance Nation events and partner events
- Coordinate Author Talk Discussion Series

Days - Friday 11:30-7:30, Sat 11:30-7:30pm; Sunday 9am-4pm

KAN Books Vending Attendant – Know Allegiance Nation/Eastern Market (4), Intern

Wed-Sat @ 7 Mile

- Open or close depending on shift using the bookstore checklist via google docs
- Ensure shelves are stocked and organized; tidy displays.
- Track book sales and inventory using the Square system.
- Identify which items need restocking or reordering.
- Support organizing space for upcoming events.
- Keep the storage areas and checkout space clean and clutter-free.
- Ensure promotions align with current inventory.
- Participate in literacy kit planning, coordination and distribution

Sundays @ Eastern Market

- Transport, unload, and set up Know Allegiance Nation's bookstand materials at Eastern Market (tables, books, signage, and chairs)
- Arrange bookshelves and product displays based on example images
- Maintain cleanliness and organization of the vending area
- Ensure Square devices are fully charged and functioning
- Assist with breakdown and proper return of items to KAN Books after each event
- Track which items (bins, tablecloths, signs) were used or need replacement

Preferred Qualifications:

- Comfortable lifting and moving supplies (up to 30 pounds)
- Strong attention to detail and task follow-through
- Interest in event logistics or retail experience

- Ability to arrive on time consistently

Shift 1: Wednesday/Thursday/Friday - 11:30am-3:30pm; Sat - 8:30am-12:30pm; Sun - 9am-1pm

Shift 2: Wednesday/Thursday/Friday - 3:30pm-7:30pm; Sat - 12:30pm – 4:30pm; Sun - 1pm-5pm

Urban Gardener (4), Intern (Read 2 The Plants Volunteer Coordinator, KAN Garden, etc…)

- Grow food at the Firehouse Garden (Planting, weeding, watering, harvesting, IPM, composting)
- Wash, bag, and transport produce to Know Allegiance Nation in-person events
- Basic food preparation for salads, etc… for in-person Know Allegiance Nation events
- Wash, weigh, bag/bundle, transport and sell produce at Eastern Market at Grown In Detroit market stand
- Recruit and manage volunteers at the Firehouse Garden
- Support installation of quick hoops and building of raised beds in the garden
- Read 2 The Plants and encourage others to read to the plants
    - Document via photo/audio/video recording
- Landscape the Firehouse Garden, MOORE Community Park and OAAC land weekly
- Support DPFC weekly
- If cases of inclement weather, maintain container garden at Know Allegiance Nation

Shift 1: Thursday/Friday/Saturday - 8am - 3pm

Shift 2: Thursday/Friday/Saturday - 12:30pm - 7:30pm

Writing Workshop Assistant, Intern

- Manage weekly in-person creative writing workshop series with the goal of engaging at least 10 people per week.
- Highlight writings and writers from workshop in weekly posts and newsletters
- Provide weekly resume writing support via workshop series and 1-on-1 support with the goal of engaging at least 10 people per week.
- Support making flyers and sharing the event with the public through social media, email, etc…
- Tabling at in-person events and locations to share the word about the upcoming writing events

Books 4 the Block Assistant, Intern

- Sort and inventory donated books for inclusion in literacy kits
- Prepare, create and organize materials for literacy kit assembly
- Recruit and coordinate volunteers (including managing volunteer sign-in)
- Work with Assistant 2 to coordinate the distribution of literacy kits
- Maintain an organized workspace inside KAN Books
- As kits are created, ensure they are distributed in a timely manner, the same week they are created

Operation Rebel Community Radio Audio Editor

- Edit/produce/co-produce audio shows/podcasts in partnership with other
- Mix/master audio projects
- Manage/coordinate mix/mastering requests from artists, individuals and the Studio Assistant
- Organize digital files through offline and online platforms
- Post/send digital files to copyright owners, creators
- Manage Operation Rebel community radio platforms including mixcloud, radiojar and the Operation Rebel website
- Record, add to and manage radio drop database
- Record, add to and manage PSA database
- Promote community radio on online platforms and at in-person events
- Use of digital editing software such Audacity, Adobe Audition, etc… to edit audio/audio shows

Operation Rebel Community Radio Studio Assistant

- Support organizing and maintaining studio equipment, cords, sound proofing and instruments
- Book blocks of 15 minutes recording times for artists and individuals who use the studio
- Manage payments for studio time ensuring down payments and final payments are made by those who use studio time
- Organize electronic recording files through offline and online platforms
- Coordinate/book mixing and mastering with Audio Editor for audio projects. Note this is an additional cost and separate process from booking recording times
- Promote community radio on online platforms and at in-person events
- Record, add to and manage radio drop database

Operation Rebel Community Radio DJ (2)

- Make/find clean edits of songs for playlists
- Create a database of local artists and local songs for playlists
- Make playlists
- Create clean hour long music mixes daily
- Record, add to and manage radio drop database
- Practice DJing techniques daily using various eq and software such as Virtual DJ
- DJ at Know Allegiance Nation events and partner events
- Promote community radio on online platforms and at in-person events

Operation Rebel Community Radio Field Assistant

- Journalistically cover community stories in writing
- Use writing as a script to create audio stories
- Go in the field to capture individual voices and sounds and background event sounds to add to audio stories.
- Work with Operation Rebel Team including the Audio Editor to produce and edit audio story for online publishing
- Record, add to and manage PSA database
- Promote community radio on online platforms and at in-person events

Operation Rebel Community Radio Assistant

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- Promote community radio on online platforms and at in-person events

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Admin

Admin Support (2), Intern

- Keep accurate records of participants and their progress.
- Data entry. Enter timesheet and other data accurately into data systems
- Assist in supervising volunteers, youth and instructors.
- Create and coordinate weekly newsletter to be disseminated electronically to youth, parents and community
- Build positive relationships with youth, families, and community partners.
- Help evaluate how well programs are working.
- Attend team meetings and workshops to improve skills and program quality.
- Follow organization rules to keep the environment safe and welcoming.
- Help plan and run programs and events.
- Complete other tasks as needed.

Web Coordinator, Intern

- Update Know Allegiance Nation Websites (Know Allegiance Nation, KAN Books, Operation Rebel)
- Train and provide technical assistance to youth to manage, use and post on Know Allegiance Nation websites
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When did you create your writing sample?

Why did you choose this writing sample to represent you?

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Freestyle -

Graf Writing Workshop

DJ 101

Breaking 101

5th Element - Knowledge

Grow Food

Sugar - Nutrition Ed

Basic Gardening 101

Containers, starting seeds (Mason, Buckets, Planters, Milk Jugs, Totes)

Grow Consciousness

Grow Spirit

Grow Strong

Trap Yoga -

North End

Placemaking

Placekeeping

Home

Community Leadership - Block Captains Speak