

Villa Academy

Address	5001 NE 50th Street, Seattle, WA 98115
Website	www.thevilla.org
Mission	Villa Academy is an inclusive independent school community dedicated to developing the whole child in the Cabrinian tradition of “education of the heart.” Through dynamic, inquiry-based learning, Villa Academy students become active agents of their own intellectual growth in preparation for lives of service and purpose.
Intern Title	Community Partnerships and Education Intern
Internship Description	<p>Looking to make a real impact while building your professional skills? Join our team as the Community Partnerships and Education Intern and help shape meaningful learning experiences for students from Preschool through 8th grade.</p> <p>In this role, you’ll research and connect with community partners to expand opportunities in outdoor education and service learning therefore helping students learn beyond the classroom while strengthening school-community relationships.</p> <p>This internship is perfect for folks who want to explore careers in education, communications, nonprofit management, or community engagement. Along the way, you’ll gain hands-on experience in:</p> <ul style="list-style-type: none"> • Building and managing partnerships with local organizations • Supporting school outreach and communications efforts • Designing projects that boost student engagement and real-world learning • Co-leading or -presenting faculty workshops <p>You’ll leave this role with professional skills, a stronger resume, and a network of community connections all while knowing your work directly impacted the growth and development of young learners.</p>
Responsibilities	<ul style="list-style-type: none"> • Assist in developing and implementing outreach strategies to engage community partners • Conduct research to identify local organizations as potential partners as they align with the school initiatives for outdoor and experiential education and service learning • Help maintain and grow the school's outreach database, tracking contacts and engagement efforts

	<ul style="list-style-type: none"> • Collaborate with faculty and leadership teams to build relationships and ensure alignment with curricular goals • Assist with follow up communications to community contacts and key stakeholders.
Qualifications (required and/or desired)	<ul style="list-style-type: none"> • Currently enrolled in a college program (Education, Communications, Marketing, Public Relations, or related field) and at least 18 years old • Strong interpersonal and communication skills—written and verbal • Organized, detail-oriented, and self-motivated • Comfortable interacting with families, educators, and community members • Experience with social media and basic design tools (Canva, etc.) a plus • Passion for education and community building • Must be able to pass a background check prior to starting the position • Ability to attend faculty and staff meetings as needed
Schedule	<p>Internship hours will happen during school hours while school is in session.</p> <p>School hours are as follows: Monday - Friday, 8am - 3:30pm</p> <p>Faculty and Staff meetings (attend as needed) Wednesdays, 2:30pm - 4:30pm</p>
Working Location	This position is in person at the school site.