



Site Intern Job Description

Position Title: Site Intern

Organization: Parent Teacher Collaborative

Location: Houston, TX (Hybrid – Remote and In-Person Duties)

Reports To: Executive Director

Employment Type: Contract – Part Time

Compensation: \$25.00/Hour

About The Parent Teacher Collaborative:

The Parent Teacher Collaborative (TPTC) is a school and community-based organization that aims to improve student outcomes by building strong collaborative partnerships between parents, educators, and community members. We provide consultative services, family training programs, and professional learning for educators to advance school community goals that are centered on strengthening school communities and raising student achievement.

Position Summary:

The Site Intern will assist with the day-to-day operations of up to four Parent Teacher Collaborative sites under the guidance of the Executive Director. This role is essential in supporting the smooth delivery of programs and maintaining effective communication between parents, educators, community members, and other stakeholders. The intern will contribute to creating a welcoming and organized environment for all participants while gaining valuable experience in nonprofit program coordination and community engagement.

Key Responsibilities:

Program Support and Delivery (50%)

- Assist with preparing materials and resources for workshops, programs, and events (e.g., Community Educational Engagement Cohorts).
- Support the facilitation of events by helping with logistics such as registration, set-up, and distribution of materials.
- Document program activities during sessions, take notes, and provide feedback to help improve program delivery.
- Help organize participant feedback (e.g., surveys or exit tickets) and assist in summarizing findings for program evaluation.



- Research tools and resources to support parent-teacher organizations and community engagement initiatives.

Community Outreach (20%)

- Research and identify local organizations and community partners that align with The Parent Teacher Collaborative's mission.
- Draft outreach communications such as emails, flyers, and social media posts to promote programs and events.
- Assist with maintaining contact lists for partners and stakeholders, ensuring information is organized and up-to-date.
- Attend community meetings or events to observe and support outreach efforts.

Stakeholder Engagement (15%)

- Assist with responding to inquiries from parents, educators, and community members participating in programs.
- Support communication between stakeholders by preparing meeting notes or summaries and following up on action items.
- Help document and address participant concerns by referring them to the appropriate team members.

Site Operations Support (10%)

- Contribute to planning and preparation for meetings, including preparing agendas and ensuring materials are ready.
- Organize and maintain program files, templates, and other resources to support smooth site operations.
- Help with basic operational tasks such as coordinating schedules or preparing reports.

Administrative Support (5%)

- Assist with grant research, tracking deadlines, and preparing basic documents for review.
- Provide support with general administrative tasks as needed, such as data entry or file organization.

Qualifications:

- Strong organizational skills and attention to detail.



- Strong communication and interpersonal skills.
- Experience with Microsoft Office Suite or Google Suite.
- Interest in education, community engagement, or nonprofit work (prior experience is a plus but not required).
- Ability to work independently while also collaborating as part of a team.

Personal Attributes:

- Passionate about education and community engagement.
- Collaborative, solution-oriented mindset.
- Ability to work independently and as part of a team.
- Adaptable and able to thrive in a fast-paced startup environment.

Contract Specifics:

- Flexibility: This contract position offers flexibility in working hours, with remote work and in-person work depending on site needs.
- Extension: There may be an opportunity to extend the contract based on performance and organizational needs.
- Deliverables: Clear deliverables and milestones will be established at the start of the contract to guide the Site Intern's responsibilities.

How to Apply:

Interested candidates should complete an employment application by visiting <https://www.tptcforeducation.org/career-form>.

This job description outlines the general responsibilities and qualifications for the role of Site Intern at the Parent Teacher Collaborative on a contract basis. The organization reserves the right to modify or add responsibilities as needed; however, no contractual modifications will be made without discussing updates with the contractor.

Equal Opportunity Employment Statement



The Parent Teacher Collaborative is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We believe in fostering an inclusive and equitable workplace where every team member feels valued, respected, and empowered to contribute fully to our mission.

We are dedicated to reflecting the communities we serve and encourage individuals from all backgrounds to apply. The Parent Teacher Collaborative complies with all applicable federal, state, and local laws governing nondiscrimination in employment.