

## *Indiana Afterschool Network Summit Internship*

---

**Position Summary** – To support Indiana Afterschool Network in advancing its mission and vision, and specifically in support of its 2014 Indiana Summit on Out-of-School Learning. *Note this opportunity is unpaid.*

**Indiana Afterschool Network** – Indiana Afterschool Network’s mission is to build a sustainable network of cross-sector partnerships at the state, regional, and local levels to advance public policy, increase funding and resources, and promote quality out-of-school time programs throughout Indiana. Our vision is that all Indiana children and youth have access to high quality, affordable out-of-school time programs that prepare them with the skills to succeed in school, work, college, and life.

**2014 Indiana Summit on Out-of-School Learning** – The Indiana Department of Education and the Indiana Afterschool Network present this annual two-day conference designed specifically for Indiana’s out-of-school time (OST) providers. The Summit will be held at the JW Marriott in downtown Indianapolis March 17 and 18, 2014. The conference provides multiple opportunities to make connections with leading policymakers, educators, business leaders and youth development experts from across the five states. In addition, the event includes a wide range of break-out sessions/workshops with practical tools and best practices for out-of-school time providers.

**Duration of Internship:** 5 hours a week from September 2013– April 2014

**Job Responsibilities –work with IAN staff in the following areas:**

### **Conference Programming Support**

- Manage schedule and inventory of presenter materials relating to conference breakout sessions. Including compiling all speaker bios for conference program.
- Compile pricing information on conference “goodies” (notepads, pens, buttons, etc...)
- Maintain updated list of all conference exhibitors and contact information. Act as liaison for ensuring exhibitors have all needs met prior to the Summit.
- Maintain updated list of all volunteers and contact information. Act as key liaison for securing volunteers.
- Assist with creating conference support materials and conference booklet for participants. Including coordination of visitor information with Visit Indy.
- Provide lead planning role for at least one of the following:
  - Summit event showcasing best practices in OST programs
  - A networking reception to be held the first night of the conference
  - A conference long activity providing extra opportunities for attendees to build meaningful connections with their peers.
- Assembly of conference name badges and day of participant materials

**During the 2014 Conference**

- Set up and tear down
- Assist with registration
- Collect all conference evaluations

**Other tasks:**

- Assistance with Summit marketing
- Other duties as they develop and as they match intern's interest areas

***For more information, contact:*** Sara Beanblossom [sbeanblossom@indianaafterschool.org](mailto:sbeanblossom@indianaafterschool.org) or 317-822-8211