



# PARENT-CHILD HOME PROGRAM

## 50 YEARS OF PROVEN SUCCESS

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**Overview:** The Parent-Child Home Program, a nationally replicated early-literacy and school readiness program, is seeking interns to assist various teams within the organization to help further and highlight the success of the Program. PCHP's nationwide network of program sites provides low-income families with the necessary tools, skills, and resources to ensure their children achieve their greatest potential in school and in life. The National Center assists underserved communities in replicating and expanding its proven school readiness program that builds parent-child interaction and supports learning at home. Together we are strengthening families and communities, and building the workforce of the future.

Internships are available in the following fields:

- **Communications & Events** - assist the Communications & Events team in managing the organization's online presence (including the website, e-communication, blog, and social media activities); writing/formatting communications materials including newsletters, flyers, event materials, press releases, etc.; planning/managing fundraising and volunteer events; and facilitating communication among PCHP's nationwide network of sites to highlight the success of the Program.
- **Development** - assist the Chief Development & Strategic Partnerships Officer in managing the organization's various fundraising campaigns such as researching potential funders, crafting presentations, helping with fundraising events, developing materials, and brainstorming new ideas and tactics in order to grow the Program. This internship will implement development, corporate social responsibility, cause-related marketing, communications, and fundraising.
- **Digital Communications** - assist the Communications team in managing the organization's online presence (including the website, e-communication, blog, and social media activities); developing/formatting communications materials including newsletters, flyers, event materials, press releases, etc.; facilitating communication among PCHP's nationwide network of sites to highlight the success of the Program; and general department needs.
- **Research** – assist the Research team by being responsible for ensuring that nearly a hundred national and international early-childhood education sites enter and maintain high quality data into the Management Information System (MIS). This information is crucial for measuring program fidelity and for providing funders and sites with the most up to date, accurate information possible. This position will also be responsible for using metrics to assign ratings to practitioners based on video footage of their visit.

Benefits of interning with PCHP:

- **Mentorship** – all interns will work alongside respective department Directors as well as have interaction with the CEO
- **Travel Reimbursement** – all work-related travel will be reimbursed, including to and from the office regardless of whether you take public transportation or drive. Parking is additionally free.
- **Academic Credit** – if your college offers academic credit, we are happy to fill out the appropriate forms
- **Letters of Recommendation or Reference** – we are happy to help you in your professional career any way we can
- **Hands-on experience** – as we are a small office, you can be as hands-on as you would like, even getting a feel for other departments

*The Parent-Child Home Program is an equal opportunity employer.*

**Address:** 1415 Kellum Place, Garden City, NY, 11530  
Free parking is provided onsite. PCHP is a five-minute walk from the Mineola LIRR Train Station.

**Phone:** (516) 883-7480

**Send Resume and Cover Letter to:**

Anita Stewart, Chief Development & Strategic Partnerships Officer  
[astewart@parent-child.org](mailto:astewart@parent-child.org)

**Find us on the web at:** <http://www.parent-child.org/>