



Maryland READS

Reading Education Aligned to Data and Science

Research Assistant

Remote • Intern position

Expected compensation: \$500 stipend per month

Expected duration: January 2025 - May 2025 with potential to continue into the summer in a part time or full time capacity

Let Us Introduce Ourselves!

At [Maryland READS](#), we're not just about the Science of Reading; we're about creating a reading revolution with confidence in our abilities and an unwavering commitment to our vision that Maryland schools will teach every child to read so they are college, career, and life ready. As a Summer Research Assistant, you'll join a team that's passionate about reading, with a work-hard, play-hard mentality. Visit our [website](#) to learn more and check out our new report, [The State of Reading in Maryland 2024: The Silent Crisis of our Ten Year Decline](#).

This Role Could be Yours!

As a Research Assistant Intern, you'll play a vital role in supporting our efforts to stay informed, connected, and impactful. Your potential assignment may include monitoring district websites, tracking Maryland state government activities, researching community organizations, and assisting with district convening meetings. You will have an opportunity to work on a variety of projects during your time with Maryland READS.

Are You Ready to Take on These Responsibilities?

- **District Watchdog:** Keep a keen eye on district websites and school board meetings, ensuring we stay up-to-date on important developments and initiatives.
- **Government Tracker:** Monitor various Maryland state government activities, including the Accountability and Implementation Board, and provide regular updates to the team.
- **Community Explorer:** Conduct research on community organizations relevant to our mission and assist in posting relevant content on our website.
- **Meeting Maven:** Provide logistical support for district convening meetings, including scheduling, preparation, and follow-up tasks.
- **Team Player:** Jump in wherever needed, whether it's taking meeting notes, supporting special projects, or lending a hand to a teammate in need. Your favorite question is "How can I help?"

What It Takes to Succeed: The person who will thrive in this position embraces nimbleness and a willingness to pivot when something time sensitive is brought to our attention. We value a continuous improvement mindset - we celebrate our successes but constantly examine, how could we have done this better?

- **Self Starter and Able to Work Independently:** We are a fully remote organization. We'll collaborate to develop a work plan and timelines but expect you to take initiative to ask questions, have a consistent schedule so we can depend upon you for short notice assignments, and meeting deadlines.
- **Detail-Oriented:** Demonstrate strong attention to detail in monitoring, tracking, and research tasks to ensure accuracy and reliability of information.
- **Tech-Savvy:** Proficient in using various online platforms, including websites, social media, and digital communication tools. Extra points for experience in creating podcasts.
- **Strong Communicator:** Possess excellent written and verbal communication skills to effectively convey information and ideas as well as develop draft, elicit and apply feedback and produce final products.
- **Team Player:** Collaborate effectively with team members, contributing positively to group dynamics and achieving shared goals.
- **Adaptable:** Embrace flexibility and adaptability in a fast-paced environment, adjusting to changing priorities and requirements as needed.

Do You Have These Qualifications?

- **Education:** Currently enrolled in a Bachelor's degree program or equivalent, preferably in a relevant field such as political science, public policy, communications, or education.
- **Experience:** Previous experience in research, communications, or community engagement is preferred but not required.

Important Details:

- Our core operating hours are 10 a.m. - 4 p.m. ET.
- Interns are expected to commit to a minimum of 20 hours per week, with a flexible but consistent set of hours within core operating hours.
- Interns are responsible for providing their own equipment, including a computer and internet access.
- This is a remote internship position with an expected duration of December/January 2025 to May/June 2025.

Are You Ready to Join the Band?

Please fill out this form to submit your application. <https://forms.gle/kctuawuvBigjSM8u8>
We can't wait to meet you!

Equal Opportunity Employer:

Maryland READS is committed to creating a diverse and inclusive team. We welcome applicants from all backgrounds and encourage everyone to bring their unique perspectives to our cause. Let's make Maryland's reading future brighter—together!