



INTERNATIONAL  
STORYTELLING CENTER

<b>Function</b>	<b>Programs Intern</b>	<b>Category</b>	Part-Time Position
<b>Department/Group</b>	Reports to Lynnea Salinas	<b>Suggested Staff</b>	New, Temporary Hire
<b>Location</b>	Chester Inn, Jonesborough, TN	<b>Other Staff Collaboration</b>	Management Team

**Description:**

ISC seeks a motivated individual to assist with development and implementation of programs, including Freedom Stories, I Have A Story (both programs for community members at large,) Shero's Journey (for girls ages 10-13,) and the Young Appalachian Story Summit (for young professionals ages 18-25.)

**Primary Function: Assist in developing and implementing programs, including:**

- Liaising with community members, ISC staff, and contracted artists to help with program logistics
- Development of curriculum and other materials for all programs
- Registration for all programs
- Marketing for all programs
- On-site implementation of all programs
- Collation and amalgamation of data
- Additional duties as assigned

**The ideal candidate will have the following:**

- An appreciation for and understanding of the value of storytelling and the arts
- Excellent organizational and communication skills (both written and verbal)
- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- A working knowledge of social media (Facebook, Instagram, Twitter, YouTube) including a commitment to responsible digital citizenship
- A high level of professionalism in all circumstances
- An ability and willingness to work with a variety of participants, both in-person and online
- A commitment to the arts, non-profits, and community building
- An understanding of the principles of trauma-informed care is a plus
- A commitment to ISC's values of equity, diversity, and inclusion.

**About the Position:**

This is a temporary, part-time position from April-August 2021, working 15-20 hrs/week at \$10/hr. Work is based out of the Center in Jonesborough, Tennessee, although certain program elements could be based at locations around Washington County, Tennessee. Reliable transportation is required. Specific work days are negotiable outside set program days, and some evenings and weekends will be required.

**To Apply:**

Email a resume and cover letter to Lynnea Salinas, Assistant to the President, at [Lynnea@StorytellingCenter.net](mailto:Lynnea@StorytellingCenter.net) or mail to 116 W. Main St. Jonesborough, TN 37659