

Internship Opportunity: Program Coordinator for Curious Science Writers

Organization: Americans for Medical Progress – www.amprogress.org

Program: Curious Science Writers – www.curioussciencewriters.org

Duration: One Semester

Location: Remote

About Curious Science Writers

Curious Science Writers is an innovative program that trains high school students to make complex scientific topics accessible to a broad audience. Through storytelling and collaboration, we aim to inspire curiosity and understanding of science in diverse communities.

Position Summary

We are seeking a highly motivated and organized individual to join our team as Program Coordinator Intern for Curious Science Writers. This position is an excellent opportunity for someone passionate about science communication, project management and working with high school students. The Program Coordinator will play a critical role in ensuring the success of our student-driven initiatives, including article publication, application processes, and preparation for future programming.

Key Responsibilities

1. Program Coordination with Current Students:

- Collaborate with writers, editors, and artists to keep them on track with deadlines and deliverables.
- Oversee the publication process by ensuring completed articles are posted on the website.
- Maintain regular communication with students, mentors, and other stakeholders to provide updates on program status and article progress.

2. Managing Applications and Interviews:

- Oversee the application process for prospective students, ensuring timely and accurate management of submissions.
- Coordinate interviews with applicants in collaboration with the Program Manager and/or Executive Director.

3. Updating Program Materials:

- Assist in revising and updating program materials in preparation for the 2025 Summer Boot Camp.
- Assist Program Manager and/or Executive Director to confirm speakers, mentors and research institution partners for 2025 Summer Boot Camp.

Qualifications

- Strong organizational and time-management skills.

- Excellent written and verbal communication skills.
- Ability to work collaboratively with diverse groups of students and professionals.
- Proficiency in basic web publishing tools (e.g., WordPress or similar platforms) is a plus.
- Interest in science communication and education.

Benefits

- Gain hands-on experience in program coordination, science communication and working with high school students.
- Work closely with a passionate team of students and mentors.
- Build your professional skills in project management, communication, and collaboration.

How to Apply

Please complete the online application and submit your resume. Applications will be reviewed on a rolling basis until the position is filled.