



## **PAACT Summer Intern-Program Operations & Documentation**

**Organization:** Georgia Early Education Alliance for Ready Students (GEEARS)

**Location:** Hybrid, in the office 2 days a week

**Duration:** Summer 2026

### **About the Role**

GEEARS seeks a detail-oriented and motivated Summer Intern to support the Atlanta Early Education Ambassadors program, a signature community engagement initiative of PAACT: Promise All Atlanta Children Thrive. This internship is ideal for someone interested in program operations, collective impact work, process improvement, community engagement, and early childhood education initiatives.

The **Atlanta Early Education Ambassadors (EEA)** are a group of engaged parents, grandparents, teachers, and community members who lead pre-K recruitment and early-learning advocacy efforts in targeted communities across Atlanta. This team of Ambassadors serves as advocates and community leaders for early education in Atlanta Public Schools' Washington and Douglass clusters.

### **What You'll Do**

As an intern, you will help strengthen how our EEA program runs by organizing, reviewing, and improving key processes. Your responsibilities will include:

- Reviewing and auditing current program processes from start to finish (recruitment, training, canvassing, and post-graduation professional development)
- Supporting documentation efforts to ensure all processes are clearly written and easy to follow
- Creating workflow diagrams and flowcharts to map out program steps
- Updating protocols for the Ambassador program
- Assisting with editing and improving the onboarding handbook

- Collaborating with team members to identify opportunities for improvement and clarity
- Participating in community canvassing efforts in Atlanta neighborhoods to connect families with early learning resources and opportunities
- Supporting outreach and engagement activities that allow Ambassadors to build relationships directly with families and community members
- Gaining exposure to culturally responsive community engagement strategies and grassroots outreach practices in early childhood education initiatives

## **What We're Looking For**

- Strong organizational skills and attention to detail
- Ability to break down complex processes into clear, simple steps
- Strong written communication skills
- Comfort using tools like Google Docs, Microsoft Office, and Excel
- Interest in education, nonprofit work, or community engagement
- Ability to work independently and manage time effectively

## **What You'll Gain**

- Hands-on experience in nonprofit program operations
- Exposure to early childhood education initiatives in Atlanta
- Experience with process mapping and documentation
- Opportunity to contribute to meaningful community impact

## **Job Details**

- Flexible schedule Monday–Friday (a maximum of 20 hours per week) within business hours, 9 a.m. to 5 p.m.
- GEEARS operates on a hybrid work schedule with two days in the office. Mondays are mandatory in-office days. This role will involve travel that requires reliable transportation within the Atlanta area.
- Pay is \$18 an hour.
- GEEARS is closed July 6<sup>th</sup> – 10<sup>th</sup> for a summer break.

## **About GEEARS**

GEEARS: Georgia Early Education Alliance for Ready Students works to ensure that all of Georgia's children enter school prepared to succeed. Through advocacy, research, partnerships, and community engagement, GEEARS rallies business, civic, and government leaders to invest

in early childhood and advances policies and practices that enable young children and their families to achieve success.

As part of GEEARS, [PAACT \(Promise All Atlanta Children Thrive\)](#) serves as a city-wide collective impact initiative focused on improving outcomes for Atlanta's youngest children and their families. PAACT brings together cross-sector partners including schools, community-based organizations, government agencies, philanthropy, businesses, and families to strengthen Atlanta's early childhood ecosystem through collaboration, systems-building, and shared action. Through initiatives like the Atlanta Early Education Ambassadors program, PAACT works to elevate family voice, increase access to resources, and build stronger pathways for children to thrive from birth through age five.