



**Position:** Content Coordinator (Internship)

**Culture:**

Trying Together's mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

**Purpose:**

The Content Coordinator is responsible for assisting in the development and implementation of content for Trying Together's Developmentally Appropriate Parenting Series. In the first half of their internship, they will research various topics related to child development and developmentally appropriate practice. They will then assist with the creation of short-form articles and print materials for the Trying Together website. They will work with various Trying Together staff to develop this content, implement it on the website, and review print materials.

**Responsibilities:**

During the course of the internship, the Content Coordinator may be responsible for some or all of the following:

- Research on various topics related to early childhood, child development, and developmentally appropriate practice.
- Utilize research to write summary articles, develop new materials for caregivers, and draft content for print materials.
- Transcribe content into predetermined formats for web design and translation.
- Effectively present ideas and work collaboratively with staff to brainstorm future content ideas.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Related duties as assigned.

**About the Developmentally Appropriate Parenting Series:**

Developmentally Appropriate Parenting is a family resource content series developed by Trying Together as an effort to empower caregivers to create high-quality experiences at the earliest stages of their child's life. To do this, we are developing digital and print content for families that covers critical early childhood topics. From 2019–2022, Trying Together will continue to develop the series, releasing information online and in-person (when possible) as it is finalized.

The Series will include:

- information and resources that highlight early childhood topics;



- digital opportunities for caregivers to share knowledge, build relationships, and reinforce the skills they use while caring for young children; and
- the chance to connect with other parents and caregivers of young children.

To view the content currently available through the Developmentally Appropriate Parenting Series, [please visit the Trying Together website.](#)

### **Qualifications:**

- Juniors or Seniors currently majoring in: Developmental/Applied Psychology; Early Education; Communications; English; Journalism; Marketing; Political Science; Public Relations; or a related field.
- Experience in research, content development, and/or professional writing is preferred.
- Experience with the early education field or child development is preferred.
- Strong oral and written communications skills.
- Experience working with diverse populations.
- Exceptional organizational skills and the ability to prioritize and execute tasks in an efficient manner.
- Knowledge, interest, or experience in advocacy, community engagement, nonprofits, and/or the early care and education field is helpful.

### **Required Clearances:**

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 Criminal Clearance.
- Clean Act 73 FBI Clearance.
- National Sex Offender Registry (NSOR) Verification.

### **Required Training:**

- Mandated Reporter Training (must be completed in the first month of placement).

### **Interested Applicants:**

The Content Coordinator is a for-credit internship. For-credit internships are unpaid and will be a minimum of 20 hours per week. Applicants must express desired format and provide all necessary paperwork and documentation from college or university before beginning internship.

Submit a cover letter, resume, and three academic or work-related references to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org) to apply for the Content Coordinator position. Phone calls will not be accepted. Posting will remain open until filled.