



The Michigan Division for Early Childhood (MiDEC)

Your Michigan source for information, resources, and guidance related to young children with special needs and their families.

May 2021

The Michigan Division for Early Childhood (MiDEC) is pleased to announce a two-year student internship to support the activities of the organization.

About the Michigan Division for Early Childhood

The Michigan Division for Early Childhood (MiDEC) is a subdivision of the Division for Early Childhood which promotes policies and advances evidence-based practices that support families and enhance the optimal development of young children (birth to 8) who have or are at risk for developmental delays and disabilities.

Roles/Responsibilities/Opportunities

Serve as a support to a variety of Michigan DEC initiatives and activities under the supervision of the MiDEC President-Elect. The person in this position will be asked to support the work of the Board and committees as assigned. Examples of this work might be the support of social media engagement, family partnerships, professional development, and more. The student intern in this position will have the opportunity to develop their project management skills and social media marketing skills, interface with Michigan DEC and other leaders across the state, gain insight into the operations of a state subdivision of a national organization and have the opportunity to manage specific projects within the state organization. The work can be informed by the student's area of interest.

Qualifications Desired

Michigan DEC is looking for an applicant who fits the following requirements: Students currently enrolled in a program of study in the field of early intervention/early childhood/early childhood special education or related fields. We are seeking applicants with a passion for supporting children with disabilities and families and one with innovative thinking, leadership, and desire to make an impact across the EI/ECSE field. Significant expertise using Microsoft Office suite and other online platforms. Ability to learn various online platforms that Michigan DEC uses for webinars, newsletters, social media, and project and conference management.

Time Commitment and Additional Information

The internship is for a two-year term beginning July 1, 2021-June 30, 2023. If not currently a member of the Division for Early Childhood a **FREE MEMBERSHIP** will be provided for the length of the internship. The student will commit approximately 4-6 hours monthly, with more engagement between the months of January to May when involved with conference support. Attendance at the Michigan DEC annual conference is required. In addition, attendance at the MiDEC and National DEC conference costs will be covered. The student in this position will be supervised by the MiDEC President-Elect.

President

Christy Callahan
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President-Elect

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Parent Representative

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Application Submission Information

In your cover letter, please include the following:

DEC Member Number, if applicable

Teacher Preparation Program

In the letter of interest, briefly explain the qualifications that you bring to this position and your interest to serve in this role.

Recommendation letter:

Undergraduate students should submit a letter of recommendation from an instructor along with their application.

Graduate and doctoral students should submit a letter from their advisor acknowledging and recommending their application for the position.

Selection Process

All applications will be reviewed by the Michigan DEC Board. Final applicants will be contacted for an interview.

Applications are currently being accepted until **May 30, 2021** (or until the position is filled). Please submit a resume/CV and letter of interest to michigandec@gmail.com with "Internship" in the subject line.

President

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