



Impact Opportunity: GRADUATE ASSOCIATE (Internship)

Working tirelessly on the front lines in high-poverty, under-resourced urban communities, nonprofit CEOs need more than a heart for helping low-income youth to keep the lights on and the doors open.

That's why, at **City Scholars® Foundation**, we're on a mission to educate and empower nonprofit CEOs to lead well with limited resources, as they help thousands of low-income youth stay in school, out of trouble and on track to a brighter future.

If you are an exceptional graduate student (current or incoming) who aspires to leadership in the nonprofit or philanthropic sector, we invite you to submit your application for our highly selective **GRADUATE ASSOCIATE** internship program.

As a **GRADUATE ASSOCIATE**, you'll grow professionally and personally through your contributions to and involvement with a diverse portfolio of meetings, events, projects and campaigns for the Foundation and our signature investment, the **City Scholars® Fellowship**.

As a high-impact leadership learning community launched in 2007, our City Scholars® Fellowship partners with executive volunteers to help nonprofit CEOs, distinguished as City Scholars® Foundation Fellows, build essential business and leadership skills, confidence and connections to grow after-school and school-based nonprofits from survival to success to significance.

Together, as a diverse yet extraordinarily collaborative CEO network, our Foundation Fellows currently lead 17 education nonprofits that collectively help each year more than 46,000 predominantly low-income youth throughout the five-county Greater Los Angeles region achieve against the odds in school and in life.

Learn more at www.cityscholars.org.

POSITION SUMMARY:

As a **GRADUATE ASSOCIATE**, you'll work part-time (approximately 15 - 20 hours/week) during office hours, Monday – Thursday, 9:30 a.m. to 5:30 p.m. Our office is closed on Fridays to promote healthy work-life balance. Fellowship sessions and executive volunteer meetings are held on Wednesdays, so you must be available to work that day (at least until 3:30/4:00 p.m.).

You'll learn the "business of nonprofit" real-time and gain an appreciation for the challenges and rewards of executive leadership, through your participation with Fellowship convenings and your contributions to:

- Fellowship Selection, Development & Event Logistics
- IMPACT Evaluation & Strategic Communications
- Campaign Development & Administration
- Executive Volunteer Engagement
- Business Operations

- more -

Our Graduate Associates engage regularly with our City Scholars® Foundation Fellows, Corporate & Foundation PARTNERS and our TEAM City Scholars® executive volunteers; report directly to our Founder & President/CEO (a salaried board officer); and, partner closely with our Associate Director in our Downtown Los Angeles office. Attire is business professional.

Graduate Associates who intern for more than one academic year are eligible to promote to Senior Graduate Associate. Upon completion of their graduate program, Graduate Associates who demonstrate exceptional performance and commitment may be invited to serve on our TEAM City Scholars® Executive Council as a NextGEN Leader. www.cityscholars.org/meet-our-team/.

Our ideal GRADUATE ASSOCIATE:

- wholeheartedly embraces our mission, can think BIG while implementing with excellence day-to-day; and, is confident interacting with and enjoys supporting high-impact corporate and community leaders.
- has earned a BA or BS degree, is currently enrolled in or preparing to attend an accredited graduate program in nonprofit management, education, public administration, education, communications or business; and, has a proven track record of success in program/project/event coordination.
- is creative, resourceful, highly-organized, tech savvy and highly proficient with Microsoft Office. Proficiency with SurveyMonkey, SalesForce (or other CRM), WordPress, Adobe Creative Suite, Quickbooks and various social media is a major plus.
- has excellent written/verbal communication skills; and, can successfully and simultaneously manage multiple priorities and projects from conception to completion with guidance but minimal supervision.
- excels working independently and collaboratively, is flexible and excited to learn, has strong analytical and problem-solving skills; is committed to getting details right; and, is as comfortable interacting with executives as he/she is picking up lunch for a meeting or water from the drugstore, if necessary.
- is able to lift 20 pounds, if necessary for event set-up (required); and, possesses a valid driver's license and ownership of or access to reliable and appropriately registered transportation (required).

Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.

EDUCATIONAL STIPEND: \$15/hour (Graduate Associates who intern for less than one academic year); \$17/hour (Senior Graduate Associates who have interned for at least one academic year). All Graduate Associates receive a parking/public transportation reimbursement of up to \$5/day. **INTERNSHIP**

COMMITMENT: Preference is given to applicants who can commit to one academic year or more. However, a limited number of short-term internships are also considered. Preferred start date: mid-August 2019

HOW TO APPLY: To be considered, please submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing: **a. how our mission speaks to you personally, b. how your professional profile and passion (i.e. education, experience, achievements, aspirations, etc.) match our ideal GRADUATE ASSOCIATE profile AND c. why this internship opportunity represents the best "next step" for you professionally.**

Mail or email BOTH application documents to: City Scholars® Foundation, 611 Wilshire Boulevard, Suite 1109, Los Angeles, CA 90017, careers@cityscholars.org, (213) 627-1792. **IF SENT VIA E-MAIL, ATTACHMENTS MUST BE FORWARDED AS PDF FILES.** Incomplete applications or those with .doc or .docx file attachments **will not be reviewed.** Given the volume of applications, only those applicants selected for the interview process will be contacted.