



**City Scholars® FOUNDATION**  
Training Leaders to Transform Lives®

## **Call for Applications: GRADUATE ASSOCIATE**

(Target Start Date: Spring/Summer/Fall 2021)

**Are you an exceptional graduate student (current or prospective) who is passionate about helping low-income youth achieve against the odds? Do you aspire to leadership in the nonprofit or philanthropic sectors?** If you have two or more years of post-collegiate professional work experience (prior to entering graduate school), we invite you to submit your application for our highly selective **GRADUATE ASSOCIATE** internship.

We know that behind every great cause is a great leader who needs more than heart to keep the lights on and the doors open. That's why, at City Scholars® Foundation, **we're on a mission**, as a tax-exempt, for-purpose corporation established in 1993, **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.**

Working 20 - 30 hours/week (Monday – Thursday) as a GRADUATE ASSOCIATE, you'll earn an educational stipend of \$20/hour and will (1) learn the “business of nonprofit,” (2) expand your professional network and (3) gain an appreciation for the challenges and rewards of executive leadership, 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 powerful leadership learning community, our Fellowship partners with executive volunteers to help nonprofit CEOs, who are 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. **Learn more at [www.cityscholars.org](http://www.cityscholars.org).**

To contribute and gain the most as a GRADUATE ASSOCIATE, you will need to:

- think BIG while implementing projects both large and small with excellence; enjoy working within a small-staff environment; be effective working independently and collaborative both remotely (Monday, Tuesday and Thursday) and in-person (Wednesday in Downtown Los Angeles); and, be confident interacting with and enjoy supporting high-impact corporate and community leaders.
- take initiative; have excellent analytical, problem-solving and communication (both written and verbal) skills; be extremely detail-oriented; and, successfully manage multiple priorities and projects with minimal supervision.
- be highly proficient with Microsoft Office and G-Suite. Proficiency with SurveyMonkey, Salesforce, QuickBooks, WordPress, Canva, Adobe Creative Suite and various social media is a major plus.

**HOW TO APPLY:** Submit **(1) your professional resume, (2) available work schedule;** and, **(3) a thoughtful cover letter** sharing why our mission matters to you and how you can help us make it possible. Email both documents as **PDF files to [TEAM@cityscholars.org](mailto:TEAM@cityscholars.org)**. Only applicants selected for the interview process will be contacted. Preference is given to applicants applying for a full academic or calendar year.

[www.cityscholars.org](http://www.cityscholars.org)