



City Scholars® FOUNDATION

Better Together for Education™

Call for Applications: GRADUATE ASSOCIATES PROGRAM

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.**

If you are an exceptional graduate student who aspires to leadership in the social impact sector AND you possess relevant leadership and professional work experience, we invite you to submit your application for our highly selective GRADUATE ASSOCIATES PROGRAM.

Working 20 hours/week (Monday – Thursday) as a **GRADUATE ASSOCIATE**, you'll (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 for Education.**

As a high-impact tuition-free leadership institute, our Fellowship for Education 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.**

Our ideal GRADUATE ASSOCIATE is a high-performing, mission-driven professional who:

- can think BIG while implementing projects with excellence; enjoys working within a small-staff environment; **effective working independently and collaboratively both remotely (Monday, Tuesday and Thursday) and in-person (Wednesday in Downtown Los Angeles)**; and, is confident interacting with and enjoys supporting high-impact corporate and community leaders.
- takes initiative; has strong analytical, problem-solving and communication (both written and verbal) skills; is extremely detail-oriented; and, can successfully manage multiple priorities and projects with minimal supervision.
- is highly proficient with Microsoft Office and G-Suite. Proficiency with SurveyMonkey, Salesforce, QuickBooks, WordPress, Adobe Creative Suite and various social media is a major plus.
- possesses a valid driver's license; has access to a reliable automobile with proof of insurance and valid registration; and, is able to lift 20 lbs.

EDUCATIONAL STIPEND: \$20/hour + up to \$5/day for parking or public transportation, when necessary for in-person convenings. Preference given to candidates applying for a full calendar or academic year.

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 application documents as **PDF files to TEAM@cityscholars.org**. Only applicants selected for the interview process will be contacted.

www.cityscholars.org