



Call for Applications: GRADUATE ASSOCIATE Internship (Paid)

Are you an exceptional graduate student who believes as we do that every child deserves a quality education regardless of their zip code or family income?

If you (1) want to help us expand educational opportunities and outcomes for over 69,000 low-income, high-potential youth each year and (2) would love supporting, learning from and contributing to a powerful leadership community that shares your passion for improving education for low-income youth, then we invite you to submit your application for our highly selective **GRADUATE ASSOCIATE** Internship.

Established in 1993 as a tax-exempt, for-purpose corporation, **City Scholars® Foundation helps thousands of low-income youth have a better chance to learn and achieve against the odds by strengthening the leadership and accelerating the impact of critical education nonprofits.**

Working generally 20 hours/week (Monday – Thursday, Remote/In-Person) as a **GRADUATE ASSOCIATE**, you'll expand your professional network, gain an appreciation for the challenges and rewards of leadership in the social sector and help us expand the diversity, impact and influence of our signature investment, the **City Scholars® Fellowship for Education.**

Partnering with executive volunteers, our Fellowship for Education helps a growing and diverse community of currently 23 nonprofit CEOs, who are distinguished as City Scholars® Foundation Fellows, build essential business and leadership skills, confidence and connections to grow the after-school and school-based nonprofits they lead from survival to success to significance. Be inspired at www.cityscholars.org.

To succeed in this role and gain the most professionally, you will need to:

- be confident interacting with and supporting high-impact corporate and community leaders who are committed to expanding opportunities and possibilities for low-income youth.
- think BIG while implementing projects with a keen eye for detail, enjoy working within a small-staff environment; and, be effective working independently and collaboratively both remotely and in-person (2 – 4 days/month in Downtown Los Angeles or surrounding region)
- take initiative; have strong 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, WordPress, Adobe Creative Suite, QuickBooks and/or various social media is a major plus.
- present proof of full COVID-19 vaccination; possess a valid driver's license; own or have access to a reliable automobile with proof of insurance and valid registration; and, be able to lift 20 lbs.

- more -

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EDUCATIONAL STIPEND: Starting at \$20/hour + up to \$5/day for parking or public transportation, when necessary for in-person convenings (generally 2 – 3 days/month). 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.