



**City Scholars®** FOUNDATION

Helping Education Nonprofits Thrive

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

**Put your passion and talent to work helping education nonprofits thrive.** City Scholars® Foundation brings corporate and community leaders together to build the capacity and accelerate the impact of critical education nonprofits that together each year help over 50,000 low-income youth succeed in school, at work and in life.

If you:

- (1) share our passion for expanding educational opportunities for thousands of underserved youth,
- (2) are currently enrolled in (or preparing to enroll in) an accredited graduate program in education, nonprofit management, public affairs or a related field,
- (3) aspire to leadership in the social impact or philanthropic sectors,
- (4) are ready to work 15 – 20 hours/week providing strategic program and operations support; and,
- (5) would love to join an amazingly collaborative and supportive team of executive volunteers and staff who together, as TEAM City Scholars®, make our mission possible,

then we invite you to submit your application for our highly selective **GRADUATE ASSOCIATE** internship.

### **WHO WE ARE:**

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping schools and families give thousands of youth a better chance to learn and achieve against the odds. That's why we're passionately committed to helping education nonprofits thrive.

### **WHAT WE DO:**

As demand increases, education nonprofits depend upon resourceful and resilient leaders who need more than heart to keep the lights on and the doors open. To help education nonprofits and their leaders grow strong, survive and thrive, we partner with equity-minded corporations, foundations and individuals to sponsor the City Scholars® Fellowship for Education, an innovative leadership and capacity building collaborative.

Powered by TEAM City Scholars® executive volunteers, our Fellowship for Education helps nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) grow the after-school, school-based and youth-focused nonprofits they lead from survival to success to significance. Our Foundation Fellows collaborate each year to help over 50,000 predominantly low-income youth of color throughout Southern California and beyond stay in school, out of trouble and on track to a brighter future. **Be inspired at [www.cityscholars.org](http://www.cityscholars.org).**

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**WHAT YOU’LL DO:**

As our **GRADUATE ASSOCIATE**, you’ll report to our Founder & President and work closely with our Associate Director and Foundation Administrator. Core accountabilities for this unique professional development opportunity include but are not limited to:

- Assist our Associate Director with the annual nomination and selection process for our Fellowship for Education and with ongoing executive volunteer engagement and impact communications.
- Help plan, organize and host monthly Fellowship for Education convenings (both in-person and virtual).
- Distribute, collect, record and create snapshots for our Fellowship for Education’s post-convening and year-end impact surveys.
- Help design, organize and maintain up-to-date Impact Profiles for each Foundation Fellow including relevant leader and organizational demographics, annual leadership priorities and action commitments, testimonials, photos, videos, etc.
- Create, distribute and track Fellowship for Education e-Resource ALERTS, update CEO ESSENTIALS® Resource Guides; and, coordinate our Fellowship for Education’s online resource exchange.

**Through contributions to a diverse portfolio of projects, priorities, meetings and events, you’ll:**

- Help expand the diversity, impact and influence of our City Scholars® Fellowship for Education
- Learn what it takes to establish, lead and sustain an effective education nonprofit
- Build your research, project management, organizational and relationship-building skills
- Gain an appreciation for the challenges and rewards of leadership in the social sector
- Expand your professional network among high-impact corporate and community leaders

**WHO YOU ARE:**

**To maximize the impact of this unique professional development opportunity for you and for the Foundation, you:**

- are passionate about improving education for low-income youth; possess a Bachelor’s degree in a related field; are currently enrolled (or have been admitted to and are preparing to enroll in) an accredited graduate program; and, are confident interacting with and supporting high-impact corporate and community leaders.
- have a proven track record of success as a high-performing, well-organized, self-motivated, impact-driven team player with a “let’s do this” attitude who excels working independently and collaboratively in both traditional office and virtual environments. Experience in the education, youth development and/or philanthropic sectors is a plus.
- have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with general supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and G-Suite. Proficiency with Dropbox, Zoom, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Creative Suite and various social media is a plus.
- can 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, can lift 20 lbs.

### **INTERNSHIP COMMITMENT:**

Internships are awarded on a semester basis (approximately 4 – 6 months) and can be renewed based upon your contributions as a Graduate Associate and the needs of the Foundation.

You'll work Monday – Thursday generally 15 – 20 hours/week including all day on Wednesdays at least until 3:30/4:00 p.m.

We work together virtually most of the week; and aim to work together in person (practicing all COVID safety protocols) 2 – 3 days/month in Downtown LA or the Greater Los Angeles region. Our office hours are Monday – Thursday, 9:00 a.m. – 5:30 p.m. We take lunchtime seriously and are closed to the public most Fridays to give our team time to reflect, renew and recharge.

### **EDUCATIONAL STIPEND:**

As a Graduate Associate, you'll earn an educational stipend of \$20/hour + up to \$5/day for parking or public transportation, when necessary for in-person convenings (2 – 3 times/month). The Graduate Associate role is classified as temporary, part-time, hourly and non-exempt.

### **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, how you can help us make our mission possible and why this is the right time for you to become our **GRADUATE ASSOCIATE**. Email application documents as **PDF files to [team@cityscholars.org](mailto:team@cityscholars.org)**. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*