



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: **GRADUATE ASSOCIATE – 2023 Internships**

Put your passion and talent to work helping education nonprofits thrive. City Scholars® Foundation brings corporate and community leaders together to strengthen 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 at least 15 – 20 hours/week providing strategic program and operations support; and,
- (5) would love to join an amazingly collaborative, supportive and fun-loving 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 youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive to give thousands of low-income youth a better chance to learn and achieve against the odds.

WHAT WE DO:

To grow strong, survive and thrive, education nonprofits depend upon resourceful and resilient leaders who need more than heart to keep the lights on and the doors open. Because leadership matters, we engage support from corporations, foundations and individuals to sponsor the City Scholars® Fellowship for Education, an innovative, tuition-free collaborative leadership development institute.

Partnering with TEAM City Scholars® executive volunteers, our Fellowship for Education empowers a vibrant and diverse community of nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow after-school, school-based and education-focused nonprofits from survival to success to significance. Together each year, our Foundation Fellows and the 21 education nonprofits they lead help over 50,000 predominantly low-income youth of color throughout the Greater Los Angeles region stay in school, out of trouble and on track to a brighter future. **Be inspired at www.cityscholars.org.**

www.cityscholars.org

WHAT YOU’LL DO:

As our **GRADUATE ASSOCIATE**, you’ll report to our Founder & President and work closely with our Associate Director and Foundation Coordinator. Core accountabilities for this unique professional development opportunity include among others:

- Assisting with the annual nomination and selection process for our Fellowship for Education, ongoing executive volunteer engagement and/or impact communications.
- Supporting team efforts to plan, organize, host and evaluate monthly Fellowship for Education leadership convenings (both in-person and virtual).
- Distributing, collecting, recording and creating snapshots of our Fellowship for Education's post-convening and year-end impact surveys.
- Creating, distributing and tracking Fellowship for Education e-Resource ALERTS and coordinating our Fellowship for Education's online resource exchange.
- Contributing to the design, organization and development of 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.

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, 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 a largely virtual team environment. 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 or willingness/ability to learn 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 (spring, summer, fall or 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 during office hours (9:30 a.m. – 5:30 p.m.). We work together virtually most of the week; and aim to work together in person 2 – 3 days/month in Downtown LA or the Greater Los Angeles region.

Most of our Fellowship for Education's monthly convenings are held on Wednesdays. As such, **your schedule must include working on Wednesdays and on the day of monthly convenings from 8:30 a.m. – 3:30 p.m.** Convenings are held in Downtown Los Angeles with the exception of our Fellowship for Education Retreat which is held in October each year in Orange County.

EDUCATIONAL STIPEND:

As a **GRADUATE ASSOCIATE**, you'll be awarded an educational stipend starting at \$20/hour + parking/public transportation reimbursement for the days we convene or collaborate in person (2 – 4 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 your best advice for working successfully in a virtual office environment.

Email application documents as **PDF files to team@cityscholars.org**. Please indicate the following in the subject line: *Last Name, First Name – Graduate Associate Application*. 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.*

Priority will be given to FALL 2023 APPLICATIONS received by AUGUST 31, 2023.

TARGET START DATE: Early to Mid-September 2023