



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: FOUNDATION INTERN

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.

To help us expand our impact throughout the Greater Los Angeles region and beyond, we're looking for a highly-motivated, exceptionally organized, proactive and resourceful **FOUNDATION INTERN** to join our team.

INTERNSHIP HIGHLIGHTS:

- **Purpose:** Professional development opportunity for aspiring leaders in education and/or philanthropy
- **Focus:** Help promote greater awareness of and support for the Foundation's mission and impact
- **Hours + Compensation:** 15 – 20/week @ \$20/hour during office hours, M - Th, 9:30 a.m. – 5:30 p.m.
- **Location:** Mostly virtual + 2 – 3 in-person convenings/month held on W + Th in Greater LA region
- **Term:** 6 to 12-month renewable term based upon intern contributions and Foundation need

If you 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 consideration as our **FOUNDATION INTERN**.

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 survive and thrive, education nonprofits depend upon resourceful, resilient and collaborative leaders who need more than heart to keep the lights on and the doors open. Because leadership matters, we sponsor the **City Scholars® Fellowship for Education**, a high-impact, tuition-free leadership institute designed exclusively for CEOs of education nonprofits serving low-income youth.

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 out-of-school time and school-based education nonprofits from survival to success to significance. Be inspired at www.cityscholars.org.

www.cityscholars.org

WHAT YOU'LL DO:

As our **FOUNDATION INTERN**, you'll report to our Founder & President and work closely with our Associate Director and Executive Coordinator. You'll learn, grow, make a difference for thousands of low-income youth and expand your professional network among highly accomplished alumni interns, executive volunteers and corporate, foundation and community partners by:

- 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, impact testimonials, photos, videos, etc.
- Supporting communications and philanthropy outreach by maintaining accurate contact databases; assisting with e-communications, social media updates and website maintenance; researching prospective funders and donors; supporting the preparation, submission and tracking of funding proposals and appeals; making thank you calls upon receipt of contributions; and, preparing and sending personalized gift acknowledgements.
- Supporting team efforts to plan, organize, host and evaluate monthly Fellowship for Education leadership convenings (both in-person and virtual).

WHO YOU ARE:

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

- must be passionate about improving education for low-income youth and confident interacting with and supporting high-impact corporate and community leaders.
- possess a Bachelor's degree in a related field (preferred); have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; and, thrive working both independently and collaboratively with general supervision.
- are highly proficient with Microsoft Office, Zoom, Google Workspace. Proficiency with or willingness/ability to learn Dropbox, 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.

HOW TO APPLY: [Applications received by October 3 will receive priority consideration for Fall 2023 and/or the 2023 - 2024 Academic Year.](#)

Submit **(1) your professional resume, (2) available work schedule** and **(3) a brief cover letter** sharing why our mission matters to you, how your education and experience to date makes you a great candidate for this internship, how you want to grow through this internship 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 – Foundation Intern 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.*