



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: FOUNDATION INTERN

Put your passion and talent to work helping education nonprofits thrive. At City Scholars® Foundation, we're on a mission to bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that each year collectively help over 56,000 low-income youth have a better chance to learn and achieve against the odds. To help us expand our impact and influence, we're looking for a proactively motivated and exceptionally organized **FOUNDATION INTERN** to join our team.

INTERNSHIP HIGHLIGHTS:

- **Purpose:** Professional development opportunity for aspiring leaders in education and/or philanthropy
- **Focus:** Support and learn from a dynamic, purpose-driven leadership community while helping promote greater awareness of and support for the Foundation's mission and impact.
- **Hours + Compensation:** Generally 20 hours/week during office hours (M – Th, 9:30 am – 5:30 pm) Typical schedule is 10:00 am – 3:00 pm. Interns receive \$20/hour + professional development support.
- **Location:** Mostly virtual + 2 – 3 in-person convenings/month held on W + Th in Greater LA region
- **Term:** 3 to 6-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 a **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.

WHAT WE DO:

To survive and thrive, quality education nonprofits depend upon resourceful, resilient and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we partner with executive volunteer donors, corporate and foundation partners and other leadership donors to sponsor the **City Scholars® Fellowship for Education**.

As a collaborative leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead help over 56,000 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region succeed in school, at work and in life. Be inspired at www.cityscholars.org.

www.cityscholars.org

WHAT YOU'LL DO:

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

- Supporting team efforts to plan, organize, host and evaluate monthly Fellowship for Education leadership convenings (both in-person and virtual).
- Contributing to the design, organization and development of inspiring Impact Profiles (shared across multiple communications platforms) for each Foundation Fellow including relevant leader and organizational demographics, annual strategic priorities, leadership challenge and success trackers, impact testimonials, photos, videos, etc.
- Assisting with day-to-day Foundation operations, as needed.

WHO YOU ARE:

To maximize your impact and thrive as a FOUNDATION INTERN, you:

- must be passionate about improving education for low-income youth and confident interacting with and supporting high-impact corporate and community leaders.
- are an undergraduate (preferably third or fourth year), graduate student or recent graduate (within 6 months); have strong analytical, problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; and, excel working both independently and collaboratively with general supervision.
- are highly proficient with Microsoft Office, Zoom, Google Workspace. Proficiency or ability to learn Dropbox, Salesforce, SurveyMonkey, WordPress, Canva, Adobe 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; have access to high-speed internet and a dedicated workspace; and, can lift 20 lbs.

HOW TO APPLY:

Submit **(1) your professional resume, (2) availability for spring, summer and/or fall term** 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 how you personally stay focused, motivated and inspired as a collaborative team player working in a largely 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.*