

# City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

## Call for Applications: FOUNDATION INTERN

**Be a part of something bigger. Put your passion and talent to work helping education nonprofits thrive.**

At City Scholars® Foundation, we're on a mission to do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give each year over 56,000 low-income youth a better chance to learn and achieve against the odds.

To expand our impact throughout Southern California and beyond, we're looking for a collaborative, proactively motivated and organizationally gifted **FOUNDATION INTERN** to join our team. With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **FOUNDATION INTERN** provides strategic program, communications and operations support to fuel transformative and exponential impact.

This highly selective, paid professional internship (\$23 - \$25/hour) requires a commitment of 3 – 6 months working generally 16 - 20 hours/week during office hours in a hybrid work environment. Interns must be able to work in-office in Downtown LA; and, support in-person meetings and events (held mostly on W + Th) throughout the Greater LA region. Internships may be renewed based upon intern contributions and Foundation need.

If you're an exceptional college senior, college graduate or graduate student who aspires to leadership in the education, nonprofit and/or philanthropic sectors and 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 small yet growing philanthropic organization 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, tuition-free 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](http://www.cityscholars.org).

**WHAT YOU'LL DO:**

As **FOUNDATION INTERN**, you'll report day-to-day to our Associate Director, work closely with our Executive Coordinator and interact extensively with executive volunteers, corporate, foundation and community partners and other leadership donors. You'll also benefit from the mentorship and support of our Founder & President.

Specifically, you'll contribute to a diverse portfolio of projects and priorities including but not limited to:

- supporting program administration and event logistics for our Fellowship for Education, including the annual nomination and selection process, monthly convenings (in-person and virtual), resource sharing, impact surveys, research and communications.
- helping to design, organize and curate our Fellowship for Education's IMPACT Library, including survey results, testimonials, demographics, leadership challenge trackers, videos, photos, etc. for our Foundation Fellows and the education nonprofits they lead.
- assisting with communications outreach and day-to-day Foundation operations, as needed.

Through your contributions as an intern, you'll (1) learn what it takes to lead a successful nonprofit, (2) develop your organizational and project management skills, (3) expand your professional network; and (4), most importantly, make a lasting difference for thousands of low-income youth.

**WHO YOU ARE:**

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

- share our passion for improving education for low-income youth and are confident interacting with and supporting high-impact corporate and community leaders.
- have earned a Bachelor's degree (or are within one year of graduation); offer preferably 1 – 2+ years of professional work/internship experience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; and, excel working both independently and collaboratively in hybrid, small team office environments with general supervision.
- are highly proficient with Microsoft Office, Zoom, Google Workspace. Proficiency with 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 secure, high-speed internet and a dedicated workspace when working remotely; and, can lift 20 lbs.

**HOW TO APPLY:**

Submit **(1) your professional resume, (2) availability for fall, spring and/or summer** and **(3) a brief cover letter** sharing a. what fuels your passion for our mission, b. how, as a **FOUNDATION INTERN**, you can help make our mission possible and c. why you want to join TEAM City Scholars®. As temporary, part-time, non-exempt employees, interns earn \$23/hour (college senior) or \$25/hour (BA graduate or graduate student).

Email application documents as **PDF files to [team@cityscholars.org](mailto: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.*