

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 do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give over 58,000 low-income youth each year a better chance to learn and achieve against the odds. For more than 30 years, our highly selective internship program has provided a rich and rewarding learning experience and professional springboard for undergraduate, graduate students and alumni from all majors with varying career aspirations.

INTERNSHIP HIGHLIGHTS:

- **Purpose:** Professional development for aspiring leaders in education, nonprofit and/or philanthropy
- **Focus:** Help advance, promote and engage increased support for the Foundation's mission and impact
- **Hours + Compensation:** Generally 20 hours/week @ \$20/hour + parking/mileage reimbursement; (M – F, 9:30 a.m. – 5:30 p.m.) Hours may increase in the summer based upon Foundation need.
- **Location:** Mostly virtual + 2 – 3 in-person convenings/month held on W +/- Th in Greater LA region
- **Term:** 4 to 6-month renewable term based upon intern contributions and Foundation need
- **Selection:** Applications are accepted year-round and reviewed on a rolling basis

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've partnered since 2014 with a growing corps of executive volunteer donors, corporate and foundation partners and other supporters to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative leadership institute and impact network, 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 24) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead help over 58,000 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.

WHAT YOU'LL DO:

As **FOUNDATION INTERN**, you'll report 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 ongoing mentorship and support from our Founder & President.

Through your contributions, you'll (1) **LEARN** what it takes to lead an effective nonprofit, (2) **STRENGTHEN** your organizational, project management and communication skills, (3) **EXPAND** your professional network; and (4), most importantly, **BUILD** brighter futures for over 58,000 low-income youth in the Greater LA region.

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, leadership challenges, research and impact communications.
- helping to organize and curate our Fellowship for Education's IMPACT Library, including testimonials, demographics, videos, photos, etc. for our Foundation Fellows and the education nonprofits they lead.
- assisting with communications, philanthropy and day-to-day Foundation operations.

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.
- are enrolled (preferably) in an accredited graduate or undergraduate degree program (minimum 3.0 GPA); can draw upon 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. Prospective interns who are re-entering the workforce or changing careers will also be considered.
- are highly proficient with Microsoft Office, Zoom, Google Workspace. Proficiency with Dropbox, Salesforce, SurveyMonkey, WordPress, Canva, Adobe and various social media is a plus.
- have a dedicated, secure workspace and reliable high-speed internet for remote work and collaboration; possess a valid driver's license; own or have access to a dependable automobile with proof of insurance and valid registration; 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. what you hope to gain from interning with City Scholars® Foundation.

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.*