



Job Title: *Intern, College Access and Success*
Location: New York
Reports to: Program Manager, College Access and Success / Director, CollegePoint, Bloomberg Philanthropies

Organization Description

America Achieves creates clear pathways for economic advancement, civic engagement, and success for all in a rapidly changing economy. Partnering with cutting edge organizations across three sectors—education, business, and government—we create connections, networks, and agile systems needed to match the magnitude and pace of the shifts in the economy.

We are leveraging this approach and our unique assets to align education to economic opportunity in ways that work for all, preparing everyone to succeed in the 21st century and building a thriving economy and democracy.

Program Description

In partnership with Bloomberg Philanthropies, the America Achieves College Access and Success team created a near-peer, virtual college advising squad called CollegePoint to address what research suggests are surmountable barriers to high-achieving, low- and moderate-income students applying to and enrolling in colleges that match their qualifications. CollegePoint provides these high school students with the guidance they need to navigate the college application process—leveraging technology to help them build the toolkits and create plans necessary to apply to top colleges. CollegePoint partners with respected national organizations to give these students personalized information on their college options and the associated costs, and, ultimately, support them to apply to and enroll in top-performing colleges when they would not otherwise.

The America Achieves College Access and Success team also collaborates with organizations to support many of these well-qualified, lower-income students once they begin college, with the ultimate goal that students persist, succeed, and graduate from college positioned well for success.

Position Description

The Intern for the America Achieves College Access and Success team will play a critical role in assisting in our work, implementation and execution. Responsibilities include general support for the College Access and Success team and troubleshooting operational and programmatic challenges.

The Intern will also have responsibility for the logistical planning for the Initiative’s meetings and convenings and will work closely with partners on logistics.

This is a part-time, 20 hour per week, two-semester internship and pays \$15 per hour.

Responsibilities

The Intern responsibilities include, but are not limited to:

- Function as contact for questions and concerns from program participants
- Provide internal team support on meetings and convenings with planning, communication, and execution
- Produce, edit and disseminate materials for partners and program participants
- Communicate with partners regarding logistics and process updates
- Assist with compiling data for internal reports and analysis
- Assist with managing social media accounts
- Monitor text messaging program platform



- Complete ad hoc assignments on behalf of the initiative as necessary

America Achieves' dynamic, start-up culture provides opportunities to build personal and professional skills and contribute in a variety of ways beyond the outlined responsibilities and requirements. Given the organization's entrepreneurial culture, employees may be encouraged or asked to take on new functions, projects, initiatives and other responsibilities to support shifting priorities that are established by senior management or dictated by the mission and goals of the organization.

Qualifications

- Strong commitment to the America Achieves mission
- Must be enrolled in a postsecondary program
- Experience in a fast-paced organization
- Demonstrated track record of successful planning
- Demonstrated track record of success in building relationships
- Excellent judgment in decision-making
- Superior attention to detail
- Strong sense of self-motivation, self-agency, and ability to follow-through
- Strong verbal and written communications skills
- An entrepreneurial, learning orientation and an ability to consistently embrace and incorporate direct feedback
- A High level of adaptability and flexibility within ambiguous environments or conditions

How to Apply

Email a cover letter and resume to jobs@americaachieves.org. Please use "Intern" as subject.

America Achieves is an equal opportunity employer and actively encourages people from minority groups and diverse backgrounds to apply for positions within our organization.