

**Operations Intern**

**Organization Name:** Step Ahead Scholars

**Work Locations:** Will vary based on needs - Virtual, In-Person, and Hybrid

**Website: https://**[**www.stepaheadscholars.org**](http://www.stepaheadscholars.org/)

**Intern Manager:** Debra Nealy, Executive Director

**Time Frame**: Spring 2023 (January – April)

**Step Ahead Scholars** is meeting a critical need by providing college access and success information, guidance, and mentorship strategies for students and their parents. We provide these services in easily accessible formats and settings to all students, seeking post-secondary opportunities that have been historically excluded from the higher education attainment process. We empower students with “to, through and beyond college” exposure, information, skill development, guidance, and mentorship, which positions those that otherwiselack informed comprehensive college access and success support, to build a lifetime of economic self-sufficiency, stability, mobility, and generational wealth as they strive in today's workforce.

We will accomplish this goal with an innovative delivery model that offers programming in community settings, which includes and extend beyond schools to public libraries, churches, mosques, recreational centers, community spaces, and through existing and trusted youth-serving organizations. This community-based approach prevents limited access to vital information and support. Students who request help are helped, not just a select few that fit predetermined parameters such as specific county/district/school locations, targeted student populations, teacher/counselor identified groups, specific GPA/Standardized Testing metrics, and only those able to attend school-day and or after-school classes.

**Job Description:** Operations Intern

The work is all-inclusive, which will allow the intern to engage in all aspects of our work, exposing them to understanding the mechanics of building and sustaining a nonprofit. The position will include administrative and operational back office, programming development and management, interfacing with high school students, volunteers, mentors, funders, community and college partners, and marketing and branding.

# Day-to-Day Responsibilities: Will include but are not limited to the following:

**ADMIN:** organize and join weekly in-person and zoom workshops, support with scheduling, email follow-up, thank you letters, and donor letters, assist with proposal creation, Google Classroom management, creating flyers, setting up college rep visits, invoice preparation, updating donor files, volunteer activations and days of service, maintaining mentor/mentee pairing spreadsheets, logging your tasks

**STRATEGIC PLAN SUPPORT:** Provide support to the executive director and non-profit advisor in all aspects of the strategic plan development.

**RESEARCH & DEVELOPMENT:** Conduct research in support of active projects and summarize findings in either a document or spreadsheet, assisting with writing and completing grant submissions.

**BRANDING:** organizing special events, website monitoring, and updates, posting on IG, FB Twitter, newsletter management, creation of flyers and collateral marketing materials using Canva (all learnable and teachable within the role)

**COMMUNITY FACING:** community outreach to other organizations, nonprofits, and schools

# Minimum Qualifications:

* Possess a passion for volunteering and the work that Step Ahead Scholars does
* Ability to work in a team, independently, and with change and flexibility
* Demonstrate creativity and initiative to follow through on projects
* Eagerness to learn, contribute and grow
* Experience with Google Suite & Canva
* Experience with Office 365 (Word, PowerPoint, Excel)
* Strong organizational, interpersonal, communication, and writing skills
* Understand the importance of paying attention to detail and being organized

Please submit a resume, and letter of interest (in Word or PDF), to dnealy@stepaheadscholars.org

with the subject line “Operations Intern.”

***This internship is a collaboration with the Institute for Leadership and Social Impact (ILSI) at Georgia Tech. The student selected for this position will receive a Social Impact Fellowship from ILSI in the amount of $1,500 which will be paid over the 10 weeks of the internship. Students are expected to work 10 hours a week on average. Students need to be eligible for campus employment. ILSI will handle onboarding and biweekly payments and Fellows are expected to complete a blog post about their internship experience and participate in one Fellowship event with ILSI.***