



Position Title Program and Operations Intern

Position Description

Pass With Flying Colors is seeking a passionate college student or recent graduate to join an energetic team working to help more first-generation students succeed in college and transition to their professional careers. The Program and Operations intern will gain program management and organizational leadership skills by playing an active role in the development and support of our College Ready and College Success programming. The internship will run from August to December 2018 for 10-15 hours each week.

The Program and Operations Intern will be exposed to all elements of Pass With Flying Colors programming and have the opportunity to work with students. Over the course of the internship, responsibilities will include:

- Research and plan engaging program activities for high school and college students
- Facilitate student activities and sessions
- Assist in planning of field trips, corporate visits, and college visits
- Assist with data collection and analysis to evaluate program impact
- Order, organize and maintain program supplies and snacks
- Create weekly 1:1 meeting schedules and write student passes
- Prepare materials for student recruitment, parent communication, program session and trips
- Update and maintain student records in GradSnapp database
- Support and attend key meetings and events, as appropriate
- Other duties as assigned

Qualifications and Competencies

- College student or recent graduate with a focus in nonprofit leadership, social work, education, or a related field
- Excellent interpersonal and relationship-building skills
- Outstanding organizational skills and attention to detail
- Team player who can also work independently
- Ability to think strategically, adapt to dynamic priorities, and efficiently manage time and resources
- Strong computer skills, including Microsoft Office, social media platforms, Canva, and database experience (preferred)
- Experience working with high school students preferred
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Compensation



A \$250 stipend is available at the successful completion of the internship. Pass With Flying Colors is willing to work with students seeking to meet requirements for receiving academic credit as appropriate.

Application Information

Interested applicants should mail cover letter and resume to Yerika Reyes, College Access Associate, at yreyes@passwithflyingcolors.org with the subject line "Program and Operations Intern." No phone calls please.

ABOUT PASS WITH FLYING COLORS

A college degree means opportunity and choice as an adult. College graduates earn more than double the annual income than adults who have attained only a high school degree. College graduates are healthier, are more active in their communities, have greater access to health insurance and retirement benefits, and are less likely to be incarcerated. College aspirations among low-income, first-generation students have risen significantly over the past 15 years, yet the college attainment rates for the same period have remained flat. Pass With Flying Colors' eight-year program closes the aspiration-attainment gap, making college degrees a reality to a larger population of Chicago's low-income, first-generation students.

Pass With Flying Colors (PWFC) prepares Chicago high school students from underserved communities to be successful in college. Students join a PWFC cohort in their freshman year through a competitive application and interview process. Immediately scholars are immersed in programming and experiential activities that prepare them for the rigors of college. In high school PWFC scholars develop the academic, social and non-cognitive skills that are critical for college and career success. When they matriculate to college, scholars continue to receive PWFC mentoring, support and resources so they will realize their dream of a bachelor's degree.