



For Love of Children

**City Leaders Program
College and Career Readiness Intern Job Description**

OUR MISSION

For Love of Children (FLOC) is a community-based nonprofit organization in Washington, DC. Since 1965, FLOC has created innovative programs that address the needs of our city's most vulnerable children and families. FLOC's mission is to provide educational services beyond the classroom that help students with high academic and financial need succeed from first grade through college and career.

The City Leaders Program is looking for a Programs Intern to support the efforts to offer participants between 10th grade-postsecondary a wide range of opportunities to strengthen the skills needed for college and career. FLOC's City Leaders is a year-long program designed to challenge and empower students to become effective leaders within their community. At FLOC, we not only believe in the importance of high school graduation and higher education but we also believe in ensuring that students are prepared for the transition out of high school, no matter what path they choose.

Interns will be exposed to:

- Community and Organizational Partnerships
- Programmatic Structures and Strategies
- Educational Approaches and Strategies
- Volunteer Engagement
- Database maintenance
- Qualitative and Quantitative reporting
- Student and Family Engagement
- Team Meetings

Responsibilities:

- Support with facilitation of College and Career Readiness programs
- Assist with program logistics, including, but not limited to: setting up program space, contacting participants, organizing program materials
- Maintain reporting data: Attendance records/sheets, administering pre- and post-program evaluation surveys
- Maintain up-to-date, relevant, college access information/opportunities for students and their families
- Support with maintenance of data collection and advising schedule for 12th grade seniors and current post-secondary students
- Support with planning of special events

Qualifications:

- Some college required
- Demonstrated interest in educational programming, youth development and college preparedness
- Experience with Microsoft Office, Google Apps and Online Research
- Must be motivated, organized and possess excellent communication skills

Schedule and Compensation:

- Start date: 09/09/2019 End date: 05/15/2020
- 25 hours per week around program time (Monday thru Thursday 12-8 pm, Fridays 9-4 pm) *schedules discussed during interview and confirmed once accepted*
- \$800 monthly stipend, street parking (Potomac Ave. metro station one block distance)

Interested candidates should send resume and letter of interest to Shawn Wilds, CLP Program Manager at swilds@floc.org. Positions are open until filled. FLOC employs interns during the academic year and summer.