



## Next Step Education Program Intern

### **General Overview:**

Under general direction, the Education Program Intern will research, develop, and review opportunities for program participation, facilitate Next Step's Virtual College Readiness Program, and create opportunities for next step to expand service. This intern will conduct basic research for potential short-term and long-term recruitment efforts and funding sources. Also, this intern will maintain a resource directory and support our team in developing proposals.

### **Reports to:**

Executive Director

### **Role & Responsibility:**

- Facilitates, reviews, and assesses Next Step's Virtual College Experience Program
- Assists in, and conducts, face to face programming speaking engagements
- Conducts research and builds a comprehensive resource directory of Next Step's target participation market and funding sources
- Creates opportunities for Next Step to recruit participants to enroll into Next Step's program
- May coordinate project activities; prepare and process letters and correspondence, presentation materials, and manuscripts; tracks funding activities, and related confidential files.
- Attends team meetings in person or virtually; also attends events to secure relationships and meetings
- Performs other duties as assigned.



### **Knowledge, skills, abilities, and experiences needed:**

- Basic knowledge of activities associated with college readiness, college admissions, and college life
- High level of written, verbal and presentational communication skills
- High level research skills
- Ability to use multiple virtual conferencing platforms
- Ability to listen and develop information into a concise report
- Ability to work collaboratively with others
- Ability to operate personal computer, with various software programs
- Ability to work independently and manage time effectively
- Ability to pay attention to detail and maintain accurate records
- Ability to maintain confidentiality

### **Education and/or Equivalent Experience:**

- Current college student majoring in education, business, communications, or related field
- Willingness to wear multiple hats and complete different tasks assigned by Executive Director
- GPA: 2.5 or higher