Position: Undergraduate Program Intern  
Reports to: Partnerships Manager  
Status: Part-Time  
Start Date: ASAP

The Opportunity
We are looking for an exceptional Undergraduate Program Intern to assist the Partnerships Manager in managing and developing components of the OppNet Career Fluency® Partnerships program. This is an exciting opportunity for an undergraduate student interested in being part of an innovative college and career success program serving high school and college students across the country. This position will begin as soon as possible and end in September 2020.

The Organization
The Opportunity Network is a college access, success, and career readiness organization based in New York City. Our mission is to work with students from historically and systemically underrepresented communities in developing their skills, knowledge, and passions to achieve their college and career goals. In all that we do, we seek to honor the identities and embrace the power of each member of our community. Through Career Fluency® Partnerships, OppNet partners with institutions across the country to fortify existing programming and improve students’ college persistence and career outcomes. We work closely with partners to train their staff to adapt and deliver our Career Fluency® curriculum, building each partner’s institutional capacity to prepare their students for college and career success.

The Person
The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DE&I) across the organization. The candidate will demonstrate DE&I values by actively participating in all organizational-wide learning sessions and self-reflection as well as working with others to enact changes that contribute to meeting the organization’s DE&I goals. The candidate should possess outstanding professionalism and discretion, organization and attention to detail, energy and initiative, the ability to prioritize and complete a variety of tasks on time, and a willingness to work on a wide range of assignments.

Responsibilities
The Undergraduate Program Intern’s primary responsibilities will be to:

- Support the Graduate Intern as they monitor, analyze, and synthesize data from partnerships, creating outcomes reports for each partner at the conclusion of programming
- Support the continual development and improvement of Career Fluency® curriculum for high school and college students (Please list any relevant coursework on your resume or in your cover letter)
- Design and prepare all necessary evaluation materials for partners, in addition to materials for trainings
- Conduct research to expand OppNet’s pipeline of prospective partners
- Conduct research as needed on evidence-based practices in college and career success, culturally responsive pedagogy, and other topics
• Update databases with information on new and prospective partners
• Work creatively to develop new strategies to enhance partnerships
• Assist OppNet staff members with all other duties related to effective program implementation, including: filing, copying, and other administrative tasks

Requirements
This position requires availability for 15 hours during the week. Students in their third year of college or beyond are preferred. The Undergraduate Program Intern will report to the Partnerships Manager. The ideal candidate will have these key assets and attributes:
• Strong skills in using Google Suite and Microsoft Office, particularly Excel
• Strong research skills and ability to synthesize findings
• Strong organizational and communication skills
• Interest in enhancing their data management and curriculum development skills
• Ability to take initiative and work with minimal supervision
• Detail-oriented, can be counted on to produce high-quality work
• Classroom or other youth development/facilitation experience preferred

Compensation: $15/hour

Application Instructions
Please send your cover letter and current resume to samantha@opportunitynetwork.org.