

Summer Intern, Academic Operations

Start Date: June 2020- August 2020 (approx. 11 weeks)
Team: Academic Operations
Location: Brooklyn, New York

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 38 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 13,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

Team Academic Operations supports academic and instructional strategy across the organization's portfolio of 39 charter schools. One key aspect of this work is the planning and execution of six weeks of teacher and leader training in June, July and August across three states. We work hard to ensure that our seamless operations allow our facilitators, teachers, and leaders to focus 100% on world-class adult learning

Why You Should Join This Team:

- You will work alongside and learn from fun, smart, kind, hard-working people who are focused on our mission of closing the achievement gap
- Your time and efforts will matter deeply. You will feel and see the impact your work is having on our teachers and leaders
- You will truly feel like part of a Team & Family. We will work very closely together, and we will go out of our way to help each other along the way
- You will learn about large scale event planning, best practices in communication, and strong time management
- You will have the opportunity to meet and network with dedicated educators, administrators, and school staff from all around the Northeast

This is an excellent opportunity for a current college student or recent college graduate who is eager for the experience to work in a high-performing organization and has an entrepreneurial mindset around improving systems and processes at a large scale.

Responsibilities of the Summer Intern will include but are not limited to:

- **Event Planning**
 - Format event agendas in Microsoft Word/Google Docs and build surveys in Survey Monkey
 - Update event websites in our internal event management system
 - Own and improve existing systems such as the system to inventory and manage training materials

- Align with and proofread communication and documents for your training audiences
- **Event Operations**
 - Training site setup and break down. This includes:
 - Hang signage
 - Set-up food areas
 - Set-up registration and help desks
 - Prepare training rooms for sessions
 - Manage session technology (projectors, speakers, laptops) and problem solve when challenges arise (training will be provided)
 - Organize learning materials that teachers and leaders will be use during sessions
 - Be customer-service oriented to our training facilitators, teachers, and leaders. We aim to be warm, friendly, and solution-oriented at our trainings
 - Additional responsibilities as needed

The Commitment:

- We anticipate many days requiring 10-12 hours of on-site work, with a few potentially longer days for setup and breakdown
- Travel to Connecticut and Rhode Island will be required and hotel, travel, and meal allowance will be provided during travel
- Many trainings require a 6:00 am arrival at the training site

Skills and Characteristics Needed to Be Successful on Team Summer Ops:

- Take initiative to solve problems: You don't wait to be told to fix something – you jump in and problem-solve
- Organized: You manage your time and tasks such that you meet deadlines
- Detail-oriented: You re-read school or work-related emails before you send; you love to sweat the small stuff
- Receptive to feedback: You want to learn and grow
- Solutions-oriented: In the face of a challenge, you focus on what can be done, not what should have happened
- Flexible: You are positive in the face of changes
- Strong verbal and written communicator
- Belief in and ability to model AF's core values
- Experience with MS Excel, MS Word, MS PPT, Google Sheets and Google Documents

Requirements

You must be able, ready and willing to work 10-12-hour days on event days with the team, including occasional weekends and evenings. You must be able to lift ~15 pounds as our events occasionally require moving boxes, tables, and chairs.

Compensation

Interns will receive a \$15/hour for 40 hours per week. Overtime compensation will be offered for any weeks an intern works more than 40 hours. We do not provide travel and housing unless you are asked to travel to a training out-of-state. For all out of state trainings, you will be provided with a hotel room which you may share with another intern, meals, and transportation to and from the training sites.

To Apply:

Send Resume and Cover Letter to:

Rishabh Kashyap
Director, Strategic Initiatives and Training, Team Academic Operations
RishabhKashyap@achievementfirst.org

In your cover letter please respond to the following:

- Why are you interested in being a Summer Operations Intern at Achievement First? Please answer in one paragraph.
- Working on Team Academic Operations requires a strong work ethic, attention to detail, and flexibility in the face of changes. In one to two paragraphs, describe an experience or project in your past that demonstrates you have the characteristics and skills to be successful on this team.
- Please Put “Summer 2020 Intern Search – YOUR FIRST AND LAST NAME” in the subject of your email

The deadline to apply is March 13th but applications are rolling so we encourage you to apply as soon as possible.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.