

## **Alumni Success Communications, Engagement, and Outreach Intern**

**Start Date:** 10/18/2021

**Team:** College & Career

**Location:** New York, NY or New Haven, CT /Remote

### **About Achievement First**

Achievement First serves 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### **We are high performing**

We have some of the best schools in the country. Our students are outperforming kids across our cities and states. And they are going on to college to become whatever they dream of.

### **We care about people**

We can help you become who you are meant to be, whether you are 8 or 38. Because at Achievement First, we know that taking care of kids means taking care of our people, too.

### **We are innovating & growing**

We never stop learning and evolving. It is a part of everything we do, from our bold new programs to the way our network of schools continues to grow in the communities we serve.

### **About the Role**

The Intern for Team College and Career at Achievement First will be assisting our team of alumni success counselors with communication and outreach to alumni via text, phone, social media etc. to engage them in alumni support and conducting research on campus and community resources to share with our alumni. Duties include but are not limited to:

- Provide content support with newsletter, website, and social media

- Manage social media accounts (including but not limited to Instagram, TikTok Linked-In, etc.)
- Monitor social media platform engagement and increase followership
- Identify social media ambassadors' and create a network for information dissemination
- Partner with alumni success counselors in creating and executing program-wide communications
- Assist with creating and producing monthly newsletters for our Alumni & Families
- Support alumni success advisors in creating social media strategy by generating campaign ideas (FAFSA, Registration) in accordance with academic calendars and current events
- Drive content creation for events and opportunities (flyers, IG posts)
- Manage a caseload of alumni: contact alumni to support and refer to alumni success counselor
- Research material to support enrolled and unenrolled alumni (ex. Financial Aid resources, college enrollment resources, scholarships, job opportunities, professional development opportunities)
- Research events and support available for alumni on various colleges campuses and community organizations
- Attend weekly check-ins with alumni success counselor and bi-weekly touchpoints with the whole team
- Support the planning and execution of large-scale programming, both virtual and in-person
- Serve on design team for Alumni Success Network; bringing the alumni perspective to the table
- Research events and support available for alumni on various colleges campuses and community organizations

### **Essential Skills and Characteristics**

- Self-motivated
- Problem solving skills
- Interest in community and alumni engagement
- Strong organizational skills
- Good communication skills
- Ability to build partnerships/connections with alumni and community constituents
- Demonstrated creativity and out-of-the-box thinking
- Embrace ambiguity and adapt quickly to changing environments
- Self-starter with a desire to support the creation of new systems
- Strong writing skills, data analysis & research capabilities
- M/S Office suite proficiency

### **Educational Background and Work Experience**

- High school diploma or equivalent education required
- Experience with software platforms such as Adobe, Illustrator, Photoshop as well as skills in graphic and web design, and social media tools preferred

- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat and Social Media experience

### **Compensation**

\$15 per hour for 20-30 hours per week

### **To Apply**

**If you are interested in this position, please** send your resume and cover letter to [afalumni@achievementfirst.org](mailto:afalumni@achievementfirst.org). Applications will be reviewed as they are submitted.

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

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.