City Year New York Internship Program

Organizational Overview
City Year is a national non-profit organization that partners with the New York public schools to ensure that students will graduate from high school in neighborhoods where one out of every two students is at risk for dropping out. City Year employs Corps Members (AmeriCorps Members are 17-24 year old high school graduates, college students and college graduates) who commit a year of their lives to serve full-time in public schools. The teams provide critical services like tutoring, run after-school programs and serve as role models to make the schools a more engaging place to learn. For more information please visit: www.cityyear.org/newyork.

Internship Summary
City Year New York provides hands-on learning opportunities for undergraduate students interested in non-profit administration careers. Interns will support a variety of projects that help City Year carry out our education mission by assisting in customer service, research, data collection, event execution, and more. Each intern will be matched with a specific department (descriptions below). Additionally, each intern will assist with general office operations, administrative work, event support, and data entry. Internships are typically between 10 and 20 hours per week during business hours (9am-5:30pm, Monday-Friday), and can be flexible with a student's academic calendar and extracurricular commitments. Please note that all internships are office based and interns do not serve in schools.

The following internships are available at City Year New York:

- *DEVELOPMENT OPERATIONS AND RESEARCH:* Responsibilities include database administration, research, and events. The intern will assist in populating and maintaining our highly capable donor databases, Raiser's Edge or Sales Force. Another large area of focus for the intern is Prospect Research, which allows City Year to identify wealth capacity and inclination to donate to the organization. The intern will assist with the coordination, organization and implementation of various fundraising events (limited to your schedule availability). The intern will also support the day to day needs and projects of the Development Team. (Fall, Spring, Summer)

- *PROGRAM AND SERVICE:* Responsibilities include supporting all areas of Corps Member Development and our Service Team, with an emphasis on assisting with preparing materials for Corps Member training and development, researching curriculum and educational programs, supporting the analysis and organization of impact data and analyzing Corps Member satisfaction survey results and creating survey summaries. The intern may also support the research and exploration of new service interventions and will also have the opportunity to work on other special projects as assigned by the department. (Summer only)

- *PEOPLE AND OPERATIONS:* Responsibilities include assisting with Staff and Corps Operations, Event and Program support (Opening Day, Staff Retreats, Corps Registration Days, and Uniform Distribution), Finance and Office Management. The intern will manage the upkeep of monthly budget reports and summaries, conduct screening interviews for the internship program, support the Chief of Staff with the creation of board materials, file audits, and database management, assist with managing Corps Member files in order to assure the organization maintains compliance with government entities, supporting various Staff and Corps human resource matters and aid in organizational logistics and streamlining office efficiency. The intern will also complete a variety of research projects for the Executive Director centered on the organizational research priorities at the time; past priorities include donor prospecting, political engagement, Department of Education funding and organizational growth. (Fall, Spring, Summer)

- *RECRUITMENT AND ADMISSIONS:* Responsibilities include supporting a 5 person Admissions and recruitment team with all aspects of the corps member application process. The intern will manage relationships with candidates by supporting a customer service program that encourages timely and consistent communication with prospective and accepted applicants, supporting various events such as corps member registration days, potential corps member interview days and recruitment outreach events when necessary. The intern will also be responsible for researching City Year's top application feeder schools, organizations, and programs, creating portfolios, and assisting in the development of campus outreach strategies. (Fall, Spring, Summer)

Incentives
This is an unpaid opportunity where interns will learn and develop a variety of highly competitive resume building skills including organization, teamwork, project planning and execution, communication skills and customer service, multi-tasking, service learning, and networking. It is up to the applicant to determine whether they are eligible for credit, scholarship, or work study money from their school. Interns will have the opportunity to participate in Corporate Service Days with our Development team, Lunch and Learn seminars with members of our Leadership Team, and will be paired with a manager who will serve as their mentor throughout the internship. City Year New York interns are required to commit a minimum of 10 hours per week, but many choose to work more!

Skills and Qualifications
- Excellent written, oral, and computer skills.
- Attention to detail, ability to take direction, and a commitment to quality work.
- Prompt, flexible, willingness to learn and organized.
- Capable of working individually and on a team.
- Commitment to service.

How to Apply
Qualified applicants should submit a resume and cover letter to: jobscyny@cityyear.org. Please indicate your department of interest in your cover letter. Application deadlines are as follows:

- Spring 2013 Internships Application Deadline: December 1, 2012 or until filled.
- Summer 2013 Internship Application Deadline: May 1, 2013 or until filled.
- Fall 2013 Internship Application Deadline: August 15, 2013 or until filled.