



# Student Leadership Network

## Partnerships Graduate Intern

Student Leadership Network (*SL Network*) supports two life-changing programs that enable students from low-income communities to achieve their highest educational potential and to break the cycle of poverty: The Young Women's Leadership Schools (TYWLS), a high-performing network of all-girls public schools, and CollegeBound Initiative (CBI), a school-based college guidance program for young women and men. We also partner with 15 and growing affiliate schools across the country. Student Leadership Network programs promote a college-going culture in schools and makes the dream of college a reality for students. *To learn more, visit our website at [www.studentleadershipnetwork.org](http://www.studentleadershipnetwork.org).*

**The Young Women's Leadership Schools (TYWLS)** are a network of all-girls' public middle and high schools (6th-12th grade) that provide a single-sex, college preparatory choice to young women from underserved communities. The five schools are located in: 1) East Harlem, Manhattan; 2) Astoria, Queens; 3) Jamaica, Queens; 4) Bushwick, Brooklyn; and 5) Morris Heights, Bronx. TYWLS schools are open to girls of all academic abilities who aspire to post-secondary education. The TYWLS "whole girl" model of education is based upon girls' education research and couples comprehensive college and career awareness, collaborative learning, and connections to the wide world with social-emotional supports that enable girls to achieve their fullest potential. TYWLS boast a 96% high school graduation rate and a near 100% college acceptance rate for graduating seniors. TYWLS are guided by the overarching goal of equipping young women with the skills, confidence, and resources to thrive in college and beyond. As such, our programs are designed to develop students' competence in four core areas: 1) College and Career Awareness; 2) Science, Technology, Engineering, the Arts, and Math (STEAM); 3) Leadership Development; and 4) Health & Wellness. *To learn more, visit our website at: [www.studentleadershipnetwork.org](http://www.studentleadershipnetwork.org).*

Student Leadership Network is seeking a **Graduate Intern** who will report to the Senior Manager of Leadership to provide administrative and project support to the broader TYWLS management team. The successful candidate will have had a passion for expanding educational opportunities for at-risk students.

### Primary Roles and Responsibilities include but are not limited to:

- 🏛️ **Student Programs:** Support the coordination and implementation of TYWLS student events, in-school and out-of-school-time programs. Plan summer programming field trips and activities. Observe partnership programs and assist in the evaluation and analysis of student learning. Submit photos and captions for social media channels weekly. Check in regularly with TYWLS teachers and partnership program staff for feedback and updates.
- 🏛️ **Administrative support:** Support data collection, office operations, organizing files, prepping materials for events and other responsibilities as needed. Utilize Salesforce, Microsoft SharePoint, and Microsoft Excel to track information and materials. Maintain and track key programmatic data, work plans, and calendars.
- 🏛️ **New Initiatives:** Support the implementation of new central office initiatives and external partnerships. Research and vet potential partnerships and programming opportunities.



- 🏠 **Student Recruitment:** Visit the five network schools in NYC to present academic and enrichment opportunities to students in Advisory (a social-emotional class period). Craft student newsletters that can be emailed regularly to students and teachers. Prepare students for applications and interviews to competitive programs. Host information sessions for students and parents, make phone calls, and send emails to recruit and retain students. Design program flyers.
- 🏠 **School-based support:** Travel to TYWLS schools 1-2 times per week. Support the planning and implementation of leadership development events at TYWLS schools. Visit advisory classrooms in schools to support the facilitation of pre- and post-event activities. Develop and disseminate supporting materials for events and programs. Assist with the planning and implementation of school tours, corporate events and opportunities, and major school events.
- 🏠 **STEAM:** Support new STEAM (science, technology, engineering, arts, and math) initiatives, teacher professional development, and partnership development. Launch STEAM mentoring program. Attend STEAM conferences and learning communities. Provide project management and meeting planning support for STEAM teacher liaison program.

#### **Key Qualifications:**

- 🏠 Currently enrolled in a graduate program at an accredited college or university.
- 🏠 Major or concentration in Education, Youth Services, or other related field.
- 🏠 Knowledge of the public education and college access landscape.
- 🏠 Excellent writing, communication, interpersonal and organizational skills.
- 🏠 Demonstrated ability to communicate one-to-one, in small groups and at public events.
- 🏠 Strong computer skills including knowledge of Microsoft Office applications with an emphasis on Excel.
- 🏠 Commitment to the work of public education, college access, racial and economic justice, the growth and development of young women, and a demonstrated belief in the Student Leadership Network mission.
- 🏠 Experience working with middle and high school students of color strongly preferred.
- 🏠 Interest in STEAM (science, technology, engineering, arts, and math) strongly preferred.

#### **Compensation:**

The Graduate Intern is expected to work **25** hours per week from the start date through June 30<sup>th</sup>, 2020 with the opportunity to continue into the summer. The work schedule will be determined by the Managing Director of TYWLS to meet the needs of the programming at Student Leadership Network. This position will be paid hourly at a rate of \$17. Payments are scheduled biweekly. FLSA Status: Non- Exempt. Student Leadership Network is an equal opportunity employer.

**Benefits:** Not applicable.

**Application instructions:** Please email your resume, cover letter and a current official college transcript to [tywlsjob@studentleadershipnetwork.org](mailto:tywlsjob@studentleadershipnetwork.org). In the subject heading, please type **Partnerships Graduate Intern**. Please note, second-round candidates will be asked to submit two references (one academic and one professional).