



JOB DESCRIPTION

Position: Summer Intern

Hours: Intern can expect to work 30-35 hours/week for 8-12 weeks in June, July, August (Minimum 300, maximum 330 total hours). Some flexibility based on mutually negotiated needs of Peak Education and needs of Intern.

Stipend: \$15/hour

New in 2022, Peak Education's Internship Program is designed to introduce Peak Ed scholars who are currently pursuing degrees in higher education to the world of non-profit organizations, as well as to develop their professional skills and interests. Interns will assist with a variety of administrative tasks based on the needs of the organization and the interests of the Intern.

Professional Development Opportunities

Attain real life and work skills and experiences to enhance your resumé.

- Public speaking
- Organization and team planning
- Networking opportunities
- Knowledge of online organizational systems (Salesforce, Signal Vine, MS Office, Teams)

General Responsibilities

Since this is a new program in a small organization with diverse needs, the responsibilities will be somewhat fluid including work in the following organizational areas:

- Programs
- Data Systems
- College Counseling
- Event Planning
- Communications/Media
- Fundraising

Intern can expect to do many of the following tasks over the course of the summer:

- Import and clean up data



- Assist with summer programs (Full STEAM Ahead, College App Camp, Writing Workshop, volunteer days)
- Organize media files
- Collect testimonials for August Fundraiser
- Build reports and monitor student outreach
- Assist with research
- Attend and take notes at meetings
- Assist with Moniker Scholar program tasks
- Make follow-up phone calls to Peak Ed constituents

Selection Criteria:

- Applicants must be Peak Education Scholars who have completed at least one semester of college in a two-or four-year program. (Priority given to first-year college students active in Peak Ed's College Success Program, but all are encouraged to apply.)
- Must have strong communication skills (reading, writing, speaking) and be willing to practice and improve these
- Must demonstrate the self-motivation, maturity, initiative, commitment, and follow-through necessary to work productively in a loosely structured environment
- Must be able to work effectively in a team, share insights constructively and accept/implement guidance from staff members
- Must have basic skills with word processing and spreadsheets and willingness to learn new online systems
- Must be able to work in person (Note: depending on Covid situation, remote work and/or mask-wearing may be required.)
- Occasional evenings/weekend hours may be required, with previous discussion and mutual agreement.

Application Procedure and Timeline

Applicants should submit the following items for full consideration by **March 15, 2022**:

- Cover Letter (one- two pages): describe your interest in and qualifications for the Internship.
- Resumé
- Two letters of recommendation (one should be from the past year, one should be from an employer or academic professional)

Please submit all materials to Anne Taylor, Mentoring and College Success Coordinator at anne@peakedu.org.

Candidate interviews will take place in early April, and Intern selected by May 1.

Please direct any questions to Anne Taylor 719.647.7164.