Summer 2014 CCG in NYC Internships

**College Access: Research and Action (CARA)** was founded to support the college access work of schools, community-based organizations, and universities. Using educational reform and youth leadership strategies, CARA works with a variety of partners to create responsive and effective programs. By bringing together a range of people, institutions and perspectives, CARA leverages best practices, young peoples’ lived experiences, and existing resources to develop programs that help students from low-income backgrounds explore post-secondary options and navigate the multiple obstacles to college acceptance, matriculation and success. CARA’s programs are:

College Bridge is designed to support first-generation college-bound students to matriculate into college. The program works with high schools throughout NYC to support graduating seniors as they navigate the obstacles that arise during the summer before post-secondary enrollment. It runs a series of trainings for school-based supervisors to help them support students through this critical transition, and hires and trains college students to work as “college coaches” who support seniors through the summer months.

The Youth Leadership Institute, a program that works with individual schools and Community Based Organizations (CBOs) interested in integrating youth leadership into their college access programming. It does this through training the youth leaders, providing coaching to adult-staff to integrate youth leader work into the structures and practices of a school or CBO, and connecting sites to one another to share best practices. The Youth Leadership Institute includes three day-long conferences during the academic year and a multi-week summer institute.

College Inquiry, a program that works with schools and support organizations to develop 9-12, school-based, inquiry-driven college access programming. Drawing on CARA staff expertise in school reform and curriculum development, College Inquiry includes coaching, a comprehensive 9-12 curriculum, resources for professional development, and resources for college counselors.

Summer is a particularly busy time at CARA, as we run all of our youth trainings then.

Internship responsibilities will include:

- Helping to plan and run the summer workshops/trainings for high school students in the Youth Leadership Institute
- Participation on panels or in other activities during College Bridge trainings and support meetings
- Curriculum writing for the College Inquiry program
- Assisting with administrative tasks necessary to implement summer trainings, as needed
Internship qualifications:
• Strong writing and oral communication skills
• Experience working in public high schools/with public high school students
• Strong interpersonal skills and comfort with facilitation/running workshops
• Strong organizational skills
• Flexibility/adaptability and willingness to be a team player

We particularly encourage first-generation college students to apply for this internship.

**Cypress Hills Local Development Corporation (CHLDC)** is a not-for-profit community development organization serving 8,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. CHLDC is a resident-governed organization that recently celebrated thirty years of building a stronger community through physical & economic development, service provision and organizing around and winning victories on tough neighborhood problems.

Position: Communications Intern

CHLDC seeks a Careers in the Common Good intern for our Development and Communications Department, to assist our team to communicate about the organization's work and successes through newsletters, social media, our web site, and printed materials.

Responsibilities will include projects such as:
Write copy for posts, primarily on Facebook and Twitter.
• Research and write feature articles for quarterly e-newsletter, fundraising appeal letters, web site updates, and other materials
• Research and update current media contact list, and write press releases
• Collect pictures and information to use in social media posts.
• Other duties as assigned.

**Eskolta**

OPTION 1. WEBSITE DESIGN
This is appropriate for an intern with strong skills in graphic design, web design, and video and an interest in Eskolta’s mission. This 10-week project will begin with 2 weeks of interviews with Eskolta staff and clients to understand our work and to review the current website and plans for overhaul of the website. This will be followed by a 6-week process of iterative design improvements to the website followed by feedback from Eskolta staff and the target audiences for the website, with a final design completed at the end of the 10 weeks.

OPTION 2. FUNDER RESEARCH
This project is appropriate for an intern with strong research skills and an interest in learning about the ways in which foundations and community funders identify initiatives to support in the field of education. The project will begin with a review of Eskolta's work, followed by a review of the websites and annual reports of organizations similar to Eskolta to identify their funders, review of foundation materials to identify key priorities, funding cycles, and opportunities most appropriate to Eskolta's mission. This work will culminate in a report on funding opportunities and recommendations for fund development at Eskolta.

NYC DEPARTMENT OF EDUCATION
Office of Academic Policy and Systems - Intern

The Division of Academics, Performance, and Support (DAPS); Office of Academic Policy and Systems (OAPS) is responsible for the development, implementation, and tracking of K-12 City and State academic policies, including New York City student promotion requirements and New York State graduation requirements. OAPS also works closely with other offices throughout the DOE to consult on and facilitate policy and systems alignment on prioritized initiatives.

As schools strengthen their instruction and programming during the transition to the Common Core, it is critical for the DOE to provide schools with clear, accessible academic policy guidance to support students in meeting college and career readiness goals. The Office of Academic Policy and Systems develops and maintains extensive academic policy guidance for central and school use, and continues to expand the resources and support available. The intern will support the implementation of the DOE's policy agenda, including identifying overall goals, objectives and project deliverables, as well as managing relationships with key internal stakeholders. S/he will play a critical role in this expansion by developing academic policy resources for 2014-15:

- Research national and state policies regarding gifted and talented (G&T) education to provide recommendations for aligning NYC G&T to best practices
- Review and curate existing G&T resources to support schools and families in addressing the needs of students
- Conduct an inventory of existing academic policy resources and professional development materials and provide recommendations for enhancements
- Create a structure that enables various DOE stakeholders, including central staff, school leaders, teachers, and student support staff, to readily access policy information

Qualifications / Special Skills:

- Advanced knowledge of Microsoft Office, including Word, Excel, and PowerPoint
• Excellent interpersonal skills for dealing with personnel, internal and external to the DOE
• Possess strong organizational skills
• Ability to prioritize tasks, work independently, and follow-up to get things done
• Balance multiple competing priorities simultaneously

Center for New York City Neighborhoods
Policy and Communications Intern, Summer 2014

Background
The Center for New York City Neighborhoods (the Center) is a nonprofit organization that aims to promote and protect affordable and sustainable homeownership in New York City, focusing on those neighborhoods hardest hit by foreclosure. The Center has a strong history of providing training and support to a group of 37 housing counseling and legal service providers – known as “Network Partners.” The Center offers a wide array of support including monthly group trainings, individualized assistance, and regular task force meetings as well as direct assistance for homeowners through loan and grant programs. The Center is the downstate Anchor Partner to the New York Office of the Attorney General (OAG) for grants provided in New York City under the Homeowner Protection Program (HOPP).

Position Description
The Policy and Communications intern will be involved in all aspects of the Policy and Communications Team work. The Policy and Communications intern's primary responsibilities will be to:
• Assist in outreach efforts to homeowners, Network Partners, and the broader community such as events, mailings, and meetings.
• Assist in the crafting of various communications, such as blog posts, press releases, social media, videos, and other mixed media materials.
• Assist in compiling data and interviews into story-telling tools including videos, homeowner profiles, and other communication materials.
• Assist in preparations for the Center's events such as conferences, panels, etc.

Qualifications
• Interest in journalism, communications, urban planning, public policy, or a related field.
• Excellent verbal and written communication skills.
• Interest in engaging with clients and community members as well as housing counselors and legal services providers.
• Basic familiarity with the causes and proposed interventions and solutions related to foreclosure and the subprime / credit crisis.
• Ability to work independently and collaboratively; ability to meet deadlines and balance multiple projects simultaneously.
• Proficiency with Word, Excel, PowerPoint, and other standard office tools.
**Girl Rising** is a powerful feature film and a global action campaign for girls’ education. The film spotlights the true stories of extraordinary girls around the world, striving beyond circumstance and overcoming impossible odds to reach their dreams. Girl Rising promotes a powerful truth: educating girls in the developing world can transform families, communities, and entire countries—and break the cycle of poverty in just one generation.

Who you are: The Girl Rising Interns will work closely with the Girl Rising Team to help provide support. The available areas for internships are: Grassroots Campaign Management, Business & Partnership development, Events, Marketing, Outreach, Social media/web, Front-end web development, NGO Partnerships and Corporate Outreach. The work and support you will provide through your internship will help further the impact of our global campaign and international distribution of our film.

These positions offer the opportunity to gain great insight into all aspects of Girl Rising, acquire experience managing campaign outreach, as well as giving you a great general experience of working as part of a small, creative, hardworking and incredibly driven NGO team. You will work in a fast-paced, energetic environment with passionate and creative people. Successful candidates will be committed to the Girl Rising mission and vision to raise awareness about the importance of educating girls in developing countries and will be comfortable in a "do whatever it takes" culture. College credit is available.

Day-to-day responsibilities will include:
- Fielding requests to the appropriate members of the Girl Rising team
- Provide support to the Corporate Outreach, NGO Partnerships teams
- Assisting in the execution of our social media outlets
- Identifying key like-minded organizations that will set up Girl Rising screenings and events
- Reaching out to diaspora communities in the US and abroad for screening opportunities
- Identifying grassroots organizations in Girl Rising countries that are aligned with Girl Rising strategic objectives
- Identifying non-governmental organizations (NGOs) focused on girls’ education that have the biggest global or regional reach
- Identifying key media outlets in countries where Girl Rising operates
- Facilitating incoming and outgoing communications by interested organizations in screening Girl Rising

Qualifications (Candidates do not need to have all of the qualifications below):
- An interest in girls/women development work, film, social campaigns and/or film distribution
• Experience with database management
• Timeliness and organization
• Attention to detail
• Reliable work ethic
• Positive team player, honest, open, and a sense of humor
• Available 3+ days a week