



JOB DESCRIPTION

Non-Profit Management Intern

POSITION

The Non-Profit Management Intern will report to the Executive Director of the Mayor's Fund for Education and work in collaboration with the Board of the Long Beach Early Childhood Education (LBECE) Committee, staff of the ECE Program within the City of Long Beach Department of Health and Human Services (DHHS), and other associated stakeholders.

The Non-Profit Management Intern will support Mayor's Fund, LBECE Committee, and DHHS programs in the management of non-profit activities, such as:

- Record keeping and correspondence
- Policy and procedure adherence
- Data Tracking
- Document/Plan creation and dissemination
- Budgeting and Fund Development
- Calendaring
- Marketing
- Program Implementation in areas of ECE investment, early literacy, kindergarten-readiness, workforce development, and parent engagement.

The position is paid (\$13.25/hr) and limited to approximately 10 hours per week, with a maximum of 120 total hours.

This position is funded by Pacific Gateway, who will also be the employer of record. Associated requirements include:

- Ages 16-24
- Resident of Long Beach or Signal Hill

EXAMPLES OF DUTIES

- Coordinate and foster relationships with stakeholders, such as Long Beach Unified School District (LBUSD), Long Beach Early Childhood Education Committee, City of Long Beach Early Childhood Education Coordinator/Specialist, Long Beach Public Library/Library Foundation, Long Beach CALL, Pacific Gateway Workforce Investment Network, California State University Long Beach, Long Beach City College, and various education leaders, to facilitate access to quality early learning opportunities.
- Support the work of the Mayor's Fund and partner stakeholders by staffing meetings, developing awareness-building campaigns, coordinating and implementing events, and developing relationships with partners.



- Bolster awareness of community-serving ECE programs and efforts by developing content for the organizations' website, social media, and other communication outlets.
- Produce high-caliber summary memos and correspondence.
- Maintain electronic files and file system relative to project completion.
- Support non-profit management and administrative oversight duties, such as record keeping, correspondence, budgeting, and project implementation coordination.
- Perform other duties as assigned by supervisor.

Requirements

- Current city college or university student (Undergraduate or Graduate)
- Pursuit of a degree in Public Administration, Business Administration, Political Science, Management/Human Resources, Urban Studies, Education, Family Services, Social Work, Marketing, Communications, or related field
- Some professional work-experience preferred
- Experience writing memos and contributing to reports preferred
- Ability to present programmatic information in a clear and concise manner
- Ability to handle highly sensitive materials and relationships with discretion
- Demonstrated proficiency in Microsoft Office applications
- Ability to work independently demonstrating a drive to complete work timely
- Strong writing skills
- Strong verbal communication skills
- Strong interpersonal skills
- Strong organization skills, including proven ability to handle multiple projects at once, prioritize, and produce high-quality work
- Out-going, self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Interest in education, literacy, collective impact, and civic leadership, with commitment to increasing educational opportunities

Please send resumes and cover letters via email to:

Karissa Selvester, Executive Director

Mayor's Fund for Education

kselvester@mayorsfundforded.org

Subject: Non-Profit Management Intern