



Position Title: NPEA Summer Intern

Reports To: NPEA Associate Director

NPEA Overview:

Launched in 2007 at The Steppingstone Foundation, NPEA is a membership association that connects the people, practices, and innovations essential for eliminating barriers to educational access and college and career success for underserved students.

Position Summary

The NPEA Summer Intern will provide administrative and programmatic support to assist with the ongoing work of the National Partnership for Educational Access (NPEA).

Responsibilities:

Member Services, Outreach, Research, and Planning

Assist staff with activities that will grow and expand NPEA services. Activities include:

- Member recruitment, outreach, and processing
- Sharing of best practices with members
- Research in field of educational access (e.g. relevant articles, topics to share with members, research briefs)
- Database management and data entry, including tracking member fees and invoicing
- Data collection related to member programs
- List-serve management
- Generation of social media content
- Support as necessary related to implementation of NPEA's five-year strategic plan
- Support in planning NPEA's 2020 webinar series

Conference Planning

Assist staff with the national conference planning for NPEA's 12th annual conference, taking place on April 15-17, 2020 in Boston, MA. Activities include:

- Conference logistics and preparation of materials, including conference theme, call for workshop proposals
- Sponsorship/fundraising research and outreach, preparation of materials
- Member outreach
- Participation on conference planning calls (note-taking, preparation)
- Social media
- Support in planning the 2020 conference Active Learning Model (e.g. activities to share conference content with attendees)
- Assist with preparation of call for workshop proposal materials

NPEA Data Counts

Assist with various aspects of NPEA's data project, NPEA Data Counts, a project that tracks 10 key indicators of access and success for underserved students. Activities include:

- Contributing to research and data focused member resources (e.g. emails, newsletters)
- Other support for members as needed

Details:

- This is a 40-hr/week unpaid position from mid-June to mid-August. Eligible candidates should have completed their sophomore, junior, or senior year in college, or be enrolled in graduate school.
- The Steppingstone Foundation is accessible by public transportation (T and bus).
- The ideal intern is responsible, detail-oriented, computer savvy, and has strong written and verbal skills. Interest in nonprofits, project management, education, research and evaluation, and educational equity is helpful.

To Apply: Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include **“NPEA 2019 Summer Intern”** in the subject line of your email. For more information about The Steppingstone Foundation, please visit www.tsf.org. For more information about NPEA, please visit www.educational-access.org.

The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.