



**Position Title:** NPEA Academic Year Intern, *The Steppingstone Foundation*

**Reports To:** NPEA Associate Director

**NPEA Overview:** Launched in 2007 at The Steppingstone Foundation, NPEA connects the people, practices, and innovations essential for eliminating barriers to educational access and college and career success for underserved students. Working together, our members make it possible for all students to access high-quality learning opportunities and to thrive at every phase of their unique educational journeys.

**Position Summary:**

The NPEA Academic Year Intern will work closely with the NPEA team and provide support on a variety of critical projects, contributing to a positive experience for the NPEA membership. This is an unpaid position for two to three days/week from September to May (can also be semester to semester).

**Responsibilities:**

*Member Services, Outreach, and Research*

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

- Member recruitment, renewal and application processing, outreach
- Compiling and sharing of best practices with members
- Gathering current research, articles, and news in the field of educational access to share with members
- Database management and data entry, including tracking member fees and invoicing
- Project support for NPEA Data Counts project, which includes event planning
- Assist with regional event planning, monthly webinars, and other membership activities
- Development/posting of social media and communications content

*Conference Planning*

Assist staff with national conference planning. NPEA will hold its 12th annual conference in April 2020 in Boston, MA. Activities include:

- Conference logistics and preparation of materials
- Outreach and marketing support
- Sponsorship/fundraising outreach
- Participation in planning calls (note-taking, preparation, communication with participants)

**Knowledge and Skills:**

- Effective organization and time management skills
- Attention to detail
- Strong customer-service orientation
- Excellent interpersonal and communication skills
- Technology proficiency
- Commitment to educational equity and college success

**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](mailto:jobs@tsf.org).

Applications will be reviewed on a rolling basis. Please include **“NPEA 2019 Academic Year Intern”** in the subject line of your email. For more information about The Steppingstone Foundation, please visit [www.tsf.org](http://www.tsf.org). For more information about NPEA, please visit [www.educational-access.org](http://www.educational-access.org). For more information about The Steppingstone Foundation please visit [www.tsf.org](http://www.tsf.org). For more information about NPEA, please visit [www.educational-access.org](http://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.*