

NPEA Intern, *The Steppingstone Foundation*

The Steppingstone Foundation is seeking an intern to assist with an exciting initiative: the National Partnership for Educational Access (NPEA).

Organizational Overview: Founded in 1990, Steppingstone prepares motivated urban schoolchildren for acceptance and success at top independent and public exam schools as a pathway to college. Steppingstone is a community of students, families, teachers, and administrators who share a common vision – to prepare children who may not otherwise have the opportunity to get into and succeed at schools that lead to college.

NPEA Overview: Launched in late 2007, NPEA is a growing membership organization for programs committed to increasing educational opportunities for motivated underserved students across the United States. Member organizations work to provide underrepresented students with academic preparation, placement services and counseling, and ongoing support to ensure enrollment at and graduation from four-year colleges. Above all, member organizations share a commitment to educational access and opportunity, and believe that high-quality education is a right and not a privilege.

Intern Responsibilities:

Member Services, Outreach and Research

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

- Member recruitment, outreach, and communication
- Sharing of best practices with members
- Research in field of educational access (e.g. relevant articles, topics to share with members)
- Database management and data entry
- Data collection related to member programs

Conference Planning

Assist Director with national conference planning. NPEA will hold a second annual conference in April 2010. Activities include:

- Preparation of materials
- Member outreach
- Conference planning logistics
- Participation on planning calls (note taking, communication with participants)

Details:

This is an unpaid part-time (2 days a week) internship/field placement position from October-May (can also be semester to semester). The ideal intern is responsible; detail oriented, computer savvy, and has strong written and verbal skills. Interest in nonprofits, project management, education, and educational equity is important.

Apply: Interested candidates should send cover letter and resume by email to: Megan Johnson, Manager of HR and Administration at mjohnson@tsf.org. For more information about The Steppingstone Foundation please visit www.tsf.org.

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