



Internship Description: Chicago Apprenticeship Support Intern

Spark seeks an energetic intern to assist with planning and facilitation of apprenticeships, while possessing the ability to interact with youth and professionals from a myriad of different careers. Interviews begin immediately with an expected start date in May 2012.

ABOUT SPARK

Spark (www.sparkprogram.org) is an award winning, growing youth apprenticeship program. Spark works to reduce the high-school dropout rate with a unique apprenticeship program, focused on at-risk middle-school students. In partnership with district and charter schools, Spark creates one-on-one apprenticeships in real workplaces, where youth explore careers and develop the skills and motivation to succeed academically. Spark was awarded the prestigious Draper Richards Fellowship in 2008, given to five early-stage non-profits from around the world with the highest potential for "broad social impact." In January 2010, Spark won the Ashoka Fellowship, one of the top honors for social innovation worldwide. With this and other support, Spark is building a foundation for national scale. Spark's programs have been operating in the San Francisco Bay Area since 2005, in Los Angeles since January 2010, and in Chicago since August 2011.

ABOUT THE INTERNSHIP

The Apprenticeship Support Internship is a unique chance to gain meaningful experience in the nonprofit sector within a growing organization. Volunteerism is becoming an increasingly important part of the culture of our society, and this internship provides a way for you to be ahead of the curve, cultivating useful skills to motivate and manage volunteers, reach key community groups, and support individuals as they realize the positive impact they can have on young people.

RESPONSIBILITIES

Volunteer Outreach and Recruitment: Researching businesses and organizations within our communities for potential volunteers ("Apprentice Teachers") driven by students' specified career interests. Recruitment strategies include: online research, networking events, canvassing and presentations with Spark staff.

Administrative support for apprenticeship operations: Visiting apprenticeships at work places, organizing volunteer appreciation throughout the session and supporting Spark volunteer networking events. Some components of our program include evening events, such as: Apprenticeship Orientations and Discovery Nights (culminating ceremonies).

Volunteer Coordination and Tracking: Ensuring compliance of all paperwork for volunteers: maintaining Spark's volunteer database (familiarity with Salesforce and Google Docs a plus), and assisting in documentation of all apprenticeships.

Qualifications:

- Interest in working with youth, experience a plus
- Strong communication skills with adults and youth
- Highly proficient in Internet research and in Microsoft Office (Word, PowerPoint, Excel)
- Laptop a plus

Benefits include:

- Working in an energetic team environment with dedicated staff
- Helping implement an innovative new model of youth empowerment
- Interacting with a broad cross-section of Chicago volunteers and professionals
- Taking part in the cultivation and support of an interconnected and youth-focused community
- Please note that this is an unpaid internship



Structure:

- Part-time commitment with a flexible schedule. Summer dates: May 2012 through August 2012
- Based at Spark's Chicago office with travel to program sites and partner organizations across the city
- Every Spark team member must pass a background check
- Reports to Program Manager
- Apprenticeship Support Intern will take part in weekly program meetings involving multiple regions

To Apply:

Send resume and cover letter to Meha Davé, Program Manager, at mdave@sparkprogram.org. Please include *Apprenticeship Support Internship* in the subject line of your email.