



Job Description: **Apprenticeship Outreach Intern**
Los Angeles, CA

Position Overview

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 for spring of 2012.

Organization Profile

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 April 2011.

Spark's Core Values:

- **Self-Actualization:** Empowering people to confidently pursue their interests and live their values, driven by intrinsic motivation.
- **Community:** Fostering connections among people and organizations to meet individual and shared goals.
- **Democracy:** Collaboratively involving all stakeholders in decision-making.
- **Transparency:** Encouraging honest communication and actively seeking feedback for understanding and growth.
- **Positivity:** Planning for and expecting the best from every situation and person, and finding the opportunities in each challenge.

About the Internship

The Apprenticeship 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 networking events.
- 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)
- Valid Driver's License a plus
- Laptop a plus

To be successful as a member of the Spark team, you will also:

- Have a passion for Spark's mission and a strong desire to impact an up-and-coming non-profit organization
- Thrive in a fast-paced, creative and fun environment
- Have a sense of humor, even under stress
- Have a high level of personal and professional integrity and trustworthiness
- Have a strong work ethic, take initiative, and require minimal direction

Benefits

- 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 Los Angeles volunteers and professionals.
- Taking part in the cultivation and support of an interconnected and youth-focused community.

Structure:

- Part-time commitment with a flexible schedule, spring dates: January 2012 through June 2012.
- Based at Spark's Los Angeles office with travel to program sites and partner organizations in the Los Angeles area.
- Eligible for academic credit at some universities.
- Every Spark team member must pass a background check.
- Reports to Program Coordinators.
- Apprenticeship Intern will take part in weekly program meetings involving multiple regions.



How to Apply:

Send resume and cover letter to both Los Angeles Program Coordinators Kristen Torres at ktorres@sparkprogram.org and Laurie Bailon at lbailon@sparkprogram.org. Please include "Apprenticeship Internship" in the subject line of your email.