



Job Description: **Development and Operations Intern** Los Angeles, CA

Position Overview

Spark Los Angeles seeks an enthusiastic, detail-oriented Development and Operations intern to support the exciting work of the Spark Los Angeles program. Interviews begin immediately.

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 Development & Operations Internship is a unique chance to gain meaningful fundraising and operations experience in the nonprofit sector within a growing organization. Fundraising is becoming an increasingly important part of the social impact movement of our society, and this internship provides a way for you to be ahead of the curve, cultivating useful skills to engage local funders and education advocates in key community groups. This role will expose you to fundraising and operational opportunities that create positive short and long-term impacts in the lives of hundreds of Los Angeles students.

Responsibilities:

Development

- Administrative support for upcoming networking events and supporting Spark presentations to individuals, prospective partners and organizations
- Process regional donations and organizational support for regional appeal campaigns

- Steward relationships with current and potential Spark LA investors through external meetings, events, and correspondence
- Support Executive Board engagement and correspondence as well as engagement of local corporate sponsors

Operations

- Manage regional office supply orders and coordinating building management needs.
- Coordinate with national human resource staff members regarding office equipment, questions, and national supply orders
- Work with national team to create regionalized marketing materials for outreach and event efforts

Qualifications:

- Experience with non-profit, business development, events, communications and/or operations
- Excellent attention to detail
- Strong interpersonal skills working with diverse groups of adults and youth, including leadership experience and outstanding written and verbal communication skills
- Independent, results-focused, and highly organized self-starter with excellent attention to detail

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 Managing Director
- Development & Operations Intern will take part in weekly program meetings involving multiple regions



How to Apply:

Send resume and cover letter to Loren Oranski, Managing Director, at loranski@sparkprogram.org. Please include Development & Operations Internship in the subject line of your email.