



Internship Description: Bay Area Program Support Intern

Spark seeks an energetic intern to join a dynamic team in a fast-paced professional environment. The intern's primary role is to support the growing program needs ranging from student services to apprenticeship recruitment. As we are a rapidly growing organization, the intern will be able to work on meaningful projects that result in real impact on the day-to-day operations, as well as projects affecting long-term strategy and growth.

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 will open in Chicago in 2011.

ABOUT THE INTERNSHIP

The program support internship provides a one-of-a-kind opportunity to gain a meaningful and hands on experience in the nonprofit sector within a growing organization. Volunteerism is becoming an increasingly important part of the culture of our society, and the Spark internship provides the avenue to develop 21st century skills and contribute to organizational success by connecting with students, families, and/or volunteers. The Spark internship is available during the entire year for fall and spring program semesters, in addition to summer leadership projects. The intern will be provided the opportunity to dive deep into a particular field of interest and develop a specialized, in-depth project, typically in one of the following areas:

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, presentations with Spark staff, and campus outreach.

Administrative support for apprenticeship operations: Visiting apprenticeships at work places across the Bay Area, organizing volunteer appreciation throughout the session and supporting Spark volunteer networking events. Some components of our program include evening events, such as: Apprenticeship Orientations, Career Days, 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.

Student Transportation Support: Helping transport students to and from their apprenticeship sites by Spark arranged vehicles.

Student Services: Providing student support in classroom setting by visiting and developing the Leadership Curriculum.

Special Projects: Supporting program growth initiatives such as alumni services, 21st century skills curriculum, education reform trends, and relevant training.



Qualifications:

- Interest in working with middle school youth, experience a plus
- Strong communication skills with adults and youth
- Ability to manage multiple projects in individual and team contexts
- Highly proficient in Internet research and in Microsoft Office (Word, PowerPoint, Excel)
- Valid Driver's License
- Spanish, Mandarin, and/or Tagalog a plus
- 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 Bay Area 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-May 2012, Summer dates: June 2012-August 2012, Fall dates: September 2012-December 2012
- Based at Spark's San Francisco office with travel to program sites and partner organizations in San Francisco and Redwood City
- Eligible for academic credit at some universities (including UC-Berkeley)
- Every Spark team member must pass a background check
- Program support intern will have the opportunity to participate in regional and national meetings, as related to program development

To Apply:

Send resume and cover letter to Jane Choi, Bay Area Program Director, at jchoi@sparkprogram.org. Please include *Program Support Internship* in the subject line.