

Neilom Foundation Social Impact Interns: Summer 2021

Name of Organization: First Generation College Bound, Inc.

Organization Mission FGCB exists to inspire low income and first-generation youth to achieve their social and economic success by providing advice, encouragement, and support to obtain a college degree. FGCB is a community-based organization which offers youth and their families a “pipeline” of educational interventions comprising academic readiness, supportive services and guidance to achieve high school graduation, college admissions and earn a post-secondary degree.

Is this a remote internship? During the remaining portion of the pandemic the internship is office based for the training period and a portion of the duties can be accomplished remotely while other must be done onsite. Once the FGCB offices reopen, the internship will be restructured to require a minimum of 80% of the duties being performed onsite.

Description of Project(s) Intern would be working on: Social Impact Interns (SII) will support the needs of the program services team which includes performance coaches that directly interface with students and families. In addition, SIIs will provide administrative support that will give them a broader understanding of successfully operating a non-profit organization through multi-level interaction with executive staff, administrative staff, consultants, contractors and supporting client partners. The duties will include:

- *Work with Salesforce database, update records, generate monthly activity reports. Generate mailing labels for mass mailing campaigns.
- *Data entry & research student Clearinghouse database
- *Setup & trouble shoot computers, networked printers
- *Helpdesk support for internal staff & external clients
- *Manage recycle materials weekly
- *Host Zoom video teleconference sessions

Description of the skills Intern ideally should have for this project: The candidate should have a well-rounded liberal arts background combined with basic knowledge of Microsoft Office applications such as Word, PowerPoint and Excel. The ideal candidate should come with the understanding that they must be

able to work independently and be open to be assigned unique tasks that may be required to support clients from low-income families. Consequently, integrity, empathy, flexibility and resilience are a must.

Time period of internship (start and end dates): Summer 2021 - June 1st through August 31st.

of hours required per week: 20-25 hours Payment: \$15/hr