

Organization: Black & College Bound (College & Career Readiness Nonprofit)
Job Description Program Evaluation Internship
Reports to: Founder & CEO

Black & College Bound, a nonprofit agency that conducts college and career readiness programs, is currently seeking a Marketing Specialist to help support a nationally-expanding nonprofit organization making college admission and success possible for urban students through an intensive curriculum of coaching and support. We provide students and parents with (1) ACT/SAT test preparation; (2) guidance in the college admissions/planning process; (3) assistance with resumes, business cards, and networking tools; and (4) mentoring for successful transitions to and through college. Currently, we work with neighborhood, community, school, and church programs to provide seminars that equip students and families with the insight, exposure, and coaching needed to support them along this process. This position will all program measurement, evaluation, and program enhancements to meet desired outcomes.

I. Job Summary

We are seeking a dynamic, high-energy, efficient college intern to join our growing organization as part of our program leadership team. The Program Evaluator will design and evaluate program outcomes to be sure our clients are moving toward successful outcomes. Must be a self-starter who is savvy with program design and evaluation, technology, and youth programming. Experience with program measurement, surveys, quantitative and qualitative research preferred, but students engaged in coursework with applicable skills and understanding also encouraged to apply.

II. Specific Responsibilities

- A. **Design Program Measurement Components** on what it takes to plan for college, support needed, resources accessed, and gaps noted as urban students plan to get to and through college successfully
- B. **Determine Program Components** most effective to address planning, best practices, and support systems.
- C. **Design Surveys & Interview Protocols** to measure effectiveness of our program delivery systems and special events designed to educate and support student/parent college planning efforts.
- D. **Conduct Online Searches** and foster connections to identify national organizations, conferences, speakers, and initiatives with similar programmatic interests and priorities.
- E. **Represent the organization** at various special events and community meetings. Identify partners who also serve youth or provide supportive resources that strengthen our programs.
- F. **Convene & Facilitate Meetings** with local and national Panhellenic groups, churches, civic, and youth serving organizations to access youth populations and encourage participation in B&CB activities such as college visits, practice ACT exams, summer enrichment opportunities, and events.
- G. **Evaluate, Track and Report on Progress:** Assist in the tracking, evaluation and reporting of program outcomes, including the maintenance of member files and web updates.
- H. **Capture Testimonials** periodically to include in presentations of program outcomes achieved.

III. Qualifications

Administrative: Serve as lead coordinator for all evaluation protocols, waivers, recordings, etc.

Technological: MUST POSSESS SUPERIOR COMPUTER SKILLS used daily to prepare workshop materials, create forms, press releases, and presentations. Should also be familiar with spreadsheets & social media (Twitter, FaceBook, & blogs). (Special consideration for MAC users with knowledge of Pages, Graphics, IPhoto & IMovie, Google Docs, or equivalent programs used for web updates of videos and student profiles - *desired, not required*) *May request samples of fliers, newsletter, or presentations.

Maturity: Must model youth leadership at all times, while teaching other youth to do so. Seeking self-starters with the ability to take initiative and self-manage projects through completion with minimal supervision. Servant leader with strong desire to empower others & deliver excellence at all times.

Communication: Able to present information to large groups using strong verbal and written communication skills. Professional presence and grammar when interacting with seminar attendees, funders, and when representing organization at community meetings with executives. May serve as a Teen Leader during some seminars.

- Experience working with urban youth of all ages & strong desire to empower/mentor students.
- Experience implementing youth activities and supervising youth in groups of 8 to 20.
- Must be flexible, creative and articulate.
- Excellent communication, organization, and time management skills.
- High energy, enthusiastic, strong commitment to public service and social justice.
- Desire to work in a growing nonprofit organization, ability to adapt, creativity, and commitment to excellence highly valued.
- Access to reliable transportation preferred, or means to attend community meetings as needed.

IV. This College Internship is a nonpaid internship but a great resume builder for individuals seeking to gain extensive experience with youth, nonprofits, & organizational development. Flexible scheduling options available to accommodate busy school schedules. Can work remotely or in our offices.

V. Apply: To apply send resume, cover letter and references to: (Use Subject: B&CB Evaluation)

Deana Ervin, CEO, Black & College Bound at blackandcollegebound@gmail.com (913.221.4106)

- 🗣️ *Cover letter must articulate why working with this organization is a fit for you and what you expect to contribute to the organization and young people engaged in their post high school planning process.*
- 🗣️ *List all pertinent computer skills, talents, and abilities that can contribute to our efforts.*
- 🗣️ *Describe all related program evaluation coursework and applicable experience.*