



**Position Announcement
Arts Internship Coordinator
Temporary (mid May-August) Position**

About EdVestors

EdVestors is a dynamic school improvement organization that combines strategic philanthropy, education expertise, and implementation support to help schools create the conditions for improvement. EdVestors' mission is to increase the number of schools in Boston delivering dramatically improved educational outcomes for all students. EdVestors advances its mission by identifying and shaping the most effective improvement initiatives, partnering with donors to invest in these efforts, and supporting education project leaders with hands-on expertise. Since starting in 2002, EdVestors has raised and directed over \$29 million for urban school improvement efforts through EdVestors' School Solutions Seed Fund, BPS Arts Expansion, the School on the Move Prize, Zeroing in on Math, and Career and Technical Education pathways.

About the Arts Internship Program

The Arts Internship Program is an eight week summer program for rising high school seniors in Boston. Working in close partnership with organizations throughout the city, students will work as interns at arts and cultural institutions and attend program cohort days dedicated to college and career readiness, cultural experiences, field trips, and college visits.

Position Summary

EdVestors seeks a summer program coordinator to oversee the day to day elements of a summer Arts Internship Program, including supporting worksite experiences of high school interns, and implementing all program elements including visits to cultural institutions, college visits, and other postsecondary prep activities. This individual will work full time for 15 weeks beginning in mid-May.

Responsibilities

- Supervise 25 high school interns during program cohort days, including mentoring and support of students to achieve their program goals and monitoring attendance.
- Coordinate ongoing communication with program partners such as the Boston Private Industry Council, college and career readiness instructors, and writing instructors.
- Coordinate program logistics such as facilities, scheduling, travel and meals during program cohort days.
- Schedule, coordinate, and accompany interns on field trips and site visits to local colleges and cultural institutions.
- Work with EdVestors program directors to connect with worksites and ensure interns are having meaningful and productive workplace experiences.
- Work with evaluator and other program staff on documentation and showcasing of program impact.
- Collaborate with EdVestors staff to coordinate and plan final program day event.
- Communicate regularly with EdVestors program staff regarding administration and implementation of program.
- Other program tasks and projects as needed/assigned.

Qualifications

- Experience working with and mentoring teens, preferably with teen employment/work-based learning settings.
- Program coordination experience with ability to collaborate and communicate with multiple constituencies such as teens, program partners, families, staff and funders.
- Outstanding organizational skills, with a high level of attention to detail and the ability to see projects through to completion.
- Excellent oral and written communication skills.
- Ability to prioritize, juggle multiple assignments and meet deadlines.
- Interest in education and/or the arts.
- Desire to work collaboratively with a team in a fast-paced environment.
- Strong computer skills with proficiency with the Microsoft Office Suite, especially Word, Excel and Outlook scheduling.
- Enthusiasm, sense of humor and positive attitude essential.
- Availability to work full-time schedule between mid-May and the end of August.

Compensation

- Position is full-time 5 days/ week.
- Temporary, paid position.

To Apply

Please send in one document a resume and cover letter describing how you learned of the position and an insight into how your skills, experience, and availability meet the qualifications of the position. Please direct your application to Ruth Mercado-Zizzo at jobs@edvestors.org including the position title and your last name in subject line of email. Applications will be reviewed on a rolling basis until the position is filled, with priority given to applications received by March 22nd.

EdVestors is an equal opportunity employer.

At EdVestors, we strive to maintain an inclusive, flexible and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff.