



Position Announcement: Summer Intern

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, the BPS Arts Expansion Initiative, the School on the Move Prize, Zeroing in on Math, and our newest effort to expand Career and Technical Education (CTE) pathways. Learn more at www.edvestors.org

Position Summary:

EdVestors seeks a dynamic summer intern reporting to the Vice President Finance & Operations, S/he will fulfill the responsibilities outlined below.

Responsibilities:

Providing daily organizational and administrative support. This position provides tremendous opportunities for learning and growth at a high-performing, entrepreneurial nonprofit organization.

- Handle incoming phone calls, correspondence and email requests for information.
- Coordinate schedules and make logistical arrangements for a variety of internal and external meetings and maintain organization planning calendars.
- Assist with daily administrative tasks related to Zeroing-in-on-Math, School-on-the-Move or other program areas as needed.
- Database data entry with Salesforce
- Undertake special projects as assigned.

Qualifications:

- Current high school student.
- 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.
- Strong computer skills with proficiency with the Microsoft Office Suite, especially Word, Excel and Outlook scheduling.
- Mature interpersonal style with ability to give and receive feedback.
- Ability to interact well with a diverse range of people.
- Enthusiasm, sense of humor and positive attitude essential.
- Passion for education and an interest in EdVestors work preferred.

Compensation:

- Start date: The ideal candidate will be available June 15-August 15.
- Position requires 24 to 32 hours per week over 3 to 5 days.

- Hourly compensation depending on level of experience.

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 and experience meet the qualifications of the position

Please direct your application to Amy Luster 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 May 20th.

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.