



**Position Announcement:**  
**SUMMER ARTS INTERNSHIP PROGRAM ASSISTANTS**  
Temporary (April-August) Positions

**About EdVestors**

[EdVestors](#) was founded in 2002 as a platform to connect Boston philanthropists with the city's public schools by identifying, shaping, and matching donors with promising improvement efforts. EdVestors' mission and vision is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. EdVestors drives toward its vision by 1) *activating people and resources*, 2) *learning and iterating* in context, and 3) *influencing system change*. Continuously attending to all three drivers ensures EdVestors programs and initiatives will create impact. EdVestors focuses its work in Boston Public Schools and has raised and invested over \$35 million in Boston schools.

**About the Bloomberg Arts Internship Program**

The [Bloomberg Arts Internship Program](#) is an eight week summer program for high school students 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 summer program assistants to help coordinate the day to day elements of the Bloomberg Arts Internship (BAI) Program, including supporting worksite experiences of high school interns, and assisting with all program elements including visits to cultural institutions, college visits, and other postsecondary prep activities. A hybrid in person and remote structure for the program is under consideration, however the program model will align with city and state health and safety guidelines and could be fully remote if necessary. Individuals will work part-time (approximately 5-15 hours per week) from mid-April through mid-June, and full-time (approximately 30-40 hours per week) from mid-June through August.

**Responsibilities**

- Assist with supervision of up to 36 high school interns during program cohort days, including mentoring and support of smaller groups of students to achieve their program goals.
- Assist with program logistics such as attendance, scheduling, facilities, supplies, technology, travel and meals (if applicable).
- Provide program technical support including diagnosing tech equipment needs, tracking technical issues, providing real-time support during virtual meetings and events, and communicating with other staff to problem solve technical issues.

- Schedule, coordinate, and accompany interns (in small groups aligned to city and local health and safety guidelines) on field trips and site visits to local colleges and cultural institutions.
- Collaborate with EdVestors staff to coordinate and plan community building events for students and worksites throughout the summer (e.g. worksite meetup, final program day event).
- Work with Internship and Program Coordinator to ensure interns are having meaningful and productive workplace experiences. Escalate issues if needed.
- Assist with evaluation, documentation, and showcasing of program impact.
- Communicate regularly with Internship and Program Coordinator regarding administration and implementation of the program.
- Other program tasks and projects as needed/assigned.

### **Qualifications**

- Interest in the arts and/or youth work.
- Experience working with and mentoring teens, preferably with teen employment/work-based learning settings.
- Strong youth engagement skills. Knowledge of youth development principles and practices preferred.
- 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.
- Desire to work collaboratively with a team in a fast-paced environment.
- Strong computer skills with proficiency with Google and Microsoft Office Suite, especially Word, Excel and with Zoom video conferencing.
- Enthusiasm, sense of humor and positive attitude essential.
- Availability to work between mid-April and the end of August.
- Bloomberg Arts Internship alums are welcome to apply.

### **Physical Requirements:**

- Standing and walking for a long period of time during program days or other event days.
- Carrying and lifting 10-20lbs; ability to assist in room setup, which may include moving tables or chairs.

### **Compensation**

Position is 5 days/week. Part-time 5-15 hours per week April through June, 30-40 hours per week July-August. Temporary, paid position at \$20 per hour.

## 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](mailto:jobs@edvestors.org). Please include the position title and your last name in subject line of the email. Applications will be reviewed on a rolling basis until the position is filled, with priority given to applications received by March 1st.

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*