Spring 2020 Mentoring Program Internship

**Title:** Intern, Mentoring Program Assistant  
**Organization:** Stamford Public Education Foundation  
**Available positions:** 2  
**Time Frame:** January 13, 2019 – May 22, 2019, Tuesdays & Thursdays  
**Reporting to:** Senior Program Coordinator  
**Location:** Stamford, CT

**About SPEF:**  
Founded in 1996, the mission of the Stamford Public Education Foundation (SPEF) is to deliver educational programs and resources that elevate student, educator, and parent success by bridging the gap between needs in the Stamford Public Schools and the resources in our community. Our vision is that by pursuing this mission, each and every student in Stamford Public Schools will graduate high school prepared and inspired to be a productive member of society.

SPEF delivers programs to all 21 public schools, ranging from preschool to high school. This year, our organization is projected to serve 3,300 students and parents. While SPEF offers services for all students, we focus on providing educational resources and support to children at the low end of the achievement gap.

**About SPEF’s Stamford Mentoring Program:**  
SPEF’s Mentoring Program was launched in 2010 with 46 students from Dolan Middle School. In 2018-2019, 1,097 students were mentored with 521 volunteers in grades 3-12. Providing Mentoring at critical transitional stages in youth development continues to be the cornerstone of SPEF’s educational programming: Elementary to Middle School; Middle to High School; High School to Career, Career Training or Full-time Employment. We are looking for a motivated, energetic and caring intern to join our team during the spring of 2020.
Responsibilities:

- Support program staff at mentoring sessions at selected schools
- Help create and prepare activities, handouts, spreadsheets prior to mentoring sessions
- Communicate effectively with program staff regarding mentor/student questions or concerns
- Assist with orientation and training presentations during recruitment season
- Assist program staff in identifying new strategies for recruitment of mentors
- Input school report cards, progress reports, student information and program survey results into corresponding spreadsheets
- Support overall operations of the Foundation as needed (i.e. making phone calls, copying, scanning, filing, marketing, events, etc.)

Qualifications:

- Must have reliable transportation
- Be flexible and trustworthy
- Demonstrate commitment to program's mission
- Be professional, yet friendly and easygoing
- Possess strong leadership and communication skills (both written and verbal)
- Have experience working with youth
- Be proficient in Microsoft Office
- Bilingual (English/Spanish) preferred, but not required
- Must be available for 5-10 hours each week

Experience gained:
Interns will have the opportunity to work closely in a school setting with the youth. Interns will learn program management skills and be exposed to a multitude of functions within the non-profit sector. Interns will participate in a professional development component that connects each intern with networking opportunities based on the profession of interest they express.

To apply, please email a cover letter and resume to hargueta@spefct.org.