



### **College Access Fellow (summer, part-time)**

*Partnership for the Future (PFF)* is a college access and college success program dedicated to breaking the cycle of poverty for young people by providing training and educational opportunities that will fuel their future success. Our mission is to prepare high achieving students for success in high school and beyond. This position will work alongside the Program Team to execute our summer work experience program. The PFF summer work experience program includes a four-day overnight orientation for recently accepted students and a 7-week internship program for returning PFF students.

#### **Primary Duties:**

- Support our College Access Managers to provide direct supervision to high school students in our program.
- Work alongside PFF staff to facilitate and execute weekly personal and professional development workshops for students.
- Provide oversight to PFF students attending the overnight PFF institute and students in the 7-week internship program.
- Manage case load of student interns to include weekly notes and progress reports.
- Oversight of students in our external paid internship program which includes but is not limited to site visits, coaching, and identifying the necessary internal support when needed.
- Field phone calls to PFF summer hotline for transportation or attendance questions and concerns.

#### **Qualifications**

- College student in good standing or recent college graduate.
- Strong communications skills including effective writing skills.
- Ability to work independently, organize and prioritize work, and meet deadlines.
- Classroom management and facilitation skills.
- Must have a valid Driver's license and reliable transportation.

**Dates of Employment:** June 1 - August 4, 2023 (weekly Friday sessions are required for summer staff)

**Hours:** 20-25 hours/week (except the four-day overnight institute from June 12<sup>th</sup>-June 15<sup>th</sup>)

**Salary:** Minimum \$15/hour (plus mileage reimbursement)

For more information about PFF: <https://www.partnershipforthefuture.org/>

*To Apply: Send resume and cover letter to [Reshaud.Rich@partnershipforthefuture.org](mailto:Reshaud.Rich@partnershipforthefuture.org) no later than April 29, 2023.*