

Position: Summer Intern - Boston

Position Summary

Working closely with other members of the Empower team, undergraduate interns at Empower Schools are able to gain exposure to a broad range of our organization's work throughout the summer. In this role, you will have opportunities to explore the world of education policy and non-profit organizations, receive coaching and mentorship from experienced leaders, and broaden and enhance your skills. Given the wide range of work that you could be involved in this summer, you will have an opportunity to discuss your professional interests and desired areas of growth at the beginning of your internship.

Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We develop Third Way solutions that combine the autonomies and energetic innovation of charters with the critical commitment to universal service and local voice that have been hallmarks of districts. Empower works with policymakers, district and community leaders, and educators to fundamentally re-engineer traditional school systems into diverse education ecosystems centered on empowered and accountable schools. Empower has led successful efforts in Lawrence (MA), and is the design and launch partner for the ground breaking Springfield Empowerment Zone Partnership (MA) and Denver's first Innovation Zone. Communities across the country are interested in understanding how Empowerment Zones might fit within their own local contexts, and policy is an important piece of that potential growth. Visit us at www.empowerschools.org to learn more.

How You'll Help

As mentioned above, opportunities to support the work of Empower will vary based on your interests and organizational needs. Tasks you work on this summer may include:

Conducting research to inform Empower's approach in target states:

- Research state policy around school governance, school autonomy, and Zones of schools in target states
- Dig in to past school improvement initiatives in target states to understand local context and results
- Identify potential local champions and non-profit partners who seem aligned with Empower's approach
- Develop landscape maps with data about school districts in target states

Building Empower's knowledge of the national education landscape:

- Keep track of recent and in-progress education laws that could impact our work
- Conduct research on innovative Zone and school models across the country

Supporting work focused on capturing and disseminating our work through various channels:

- Help us refine our materials that explain the Zone model and Third Way thinking to various stakeholders and have the potential to catalyze adoption and implementation of Zones in new communities
- Update and maintain our list of supporters, newsletter and mailing list, website, and other outlets developed with our partners

Support relationships with new and existing funders:

- Gather information from across the Empower team to inform compelling drafts of quarterly, semi-annual, and annual grant reports to our existing funders
- Support any necessary research and analysis to communicate program effectiveness
- Package media coverage to be shared with funder partners

- Conduct research to identify potential new funders for our work and build funder profiles that lay out the proposed strategy and next steps in engaging with them
- Collaborate to write grant applications to corporations and foundations
- Update an annual timeline of relevant application milestones to help us prioritize fundraising efforts throughout the year

Provide support to Empower Schools on other initiatives, as needed

Who You Are

- You are deeply passionate about building and sustaining an education system that advances equity.
- You are a strong researcher with the ability to identify and synthesize disparate pieces of information to see the big picture.
- You're comfortable digging into the details of laws and policies to understand how the education system works.
- You are a clear and compelling communicator, both in writing and in person.
- You thrive in a fast-paced, entrepreneurial setting and can find a way forward even when faced with ambiguity.
- You make time to reflect on your work in order to continually improve your effectiveness and can keep it all in perspective with a strong sense of humor.

What You've Done

- You are a current college student or recent college graduate or have comparable experience.
- You are comfortable using Microsoft Office (PowerPoint and Word) and Google Products (Docs and Sheets).
- [Preferred] You have experience working with education organizations and/or agencies, especially on the policy side.

Stipend and Timing

This position is a full-time role. Timing is flexible for any 8-10 week period between June and August. Stipend will be \$480/week (subject to required withholdings), payable every two weeks.

Application

Interested and qualified applicants should send a cover letter and resume to careers@empowerschools.org. Please note the job title in the subject line of your e-mail. Applications will be reviewed on a rolling basis. Please apply no later than April 20th, 2019.

We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage applications from historically under-represented backgrounds.