OPERATIONS INTERN SUMMER 2019

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access program working with 140+ students from underserved neighborhood in urban New Jersey in our College Bound Program (grades 9-12), over 100 alumni and over 200 parents. We help students to perform at high academic levels by building skills through law-related, mathematic, and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved academic and professional success. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Operations intern will be responsible for student attendance tracking and follow-up, tracking of homework and behavioral infractions, assisting with field trips and tours of programming, and planning Fun Day. The intern will also develop a weekly master dashboard of programming data to review with Managing Director of Programs.

PRIMARY RESPONSIBILITIES

Administrative Responsibilities:

- Track daily attendance and following up with families regarding student absences and tardiness
- Track student homework and behavioral infractions
- Compile weekly dashboards reporting pertinent data point changes and trends
- Provide additional support to all programming staff, as coordinated by supervisor, on all other duties as assigned
- Maintain lunch supervision schedule ensuring that staff coverage is present during student lunch
- Coordinate and plan Fun Day

Student Management:

- Monitor students during lunch and detention, ensuring students are adhering to NJ LEEP standards of conduct
- Monitor students during field trips to law firms/corporations
- Assist with giving tours of programming

QUALIFICATIONS

- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Positive, strengths-based communication style
- Organized and detail oriented
- Available for week of staff training and all NJ LEEP summer programming days without any prior scheduled commitments during programming hours

Compensation: NJ LEEP interns will receive a stipend of $2,500 for the summer.

Application Instructions:
Interested applicants should submit a resume and cover letter to Elizabeth Abitanto at eabitanto@njleep.org with the subject line "Operations Intern." Applications received by **March 15th** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.