POSITION DESCRIPTION

**Mission:** PEARLS for Teen Girls is committed to being the community's signature program for maximizing girls' self-development. True girl/adult partnerships result in building and living PEARLS attributes:


**Position Title:** College and Career Readiness Intern

**Reporting Relationship:** College and Career Readiness Coordinator

**Supervision:** No Direct Reports

**Position Overview:** Under the supervision of the College and Career Readiness Coordinator, the College and Career Readiness Intern will support the post-secondary needs of PEARLS girls and alumnae through the College and Career Readiness Program. The College and Career Readiness Intern will work in partnership with programming staff, PEARLS senior leadership, PEARLS girls & alumnae, community volunteers, and campus partners to support the development, planning, implementation, and reporting of existing and new College & Career Readiness programming.

**Key Programming Responsibilities:**
- Lead planning and implementation of college-readiness events and initiatives; including PEARLS College Prep Theme Parties, campus visits, PEARLS attendance at community college-readiness events (i.e. College Goal Wisconsin, ACT/SAT Test Prep, etc.)
- Support the College & Career Coach Program (mentor program for high school junior & senior girls)
- Research, create, and implement small-group activities to help middle and high school girls learn about important steps, explore paths and options, and set goals about readiness for, acceptance to, and success in college
- Assist in tracking and reporting critical metrics for the C&CR Program and girl’s post-secondary success (program participation & feedback, high school graduation, college and career planning metrics, etc.)
- Communicate, coordinate, and track the progress of senior PEARLS girls to ensure graduation and post-graduate plans
- Continue to build and add to a scholarship list for PEARLS girls and help girls with resources to be better prepared for scholarship applications
- Develop and distribute information and materials to help teens prepare for college & career readiness experiences
- Identify/organize logistics when appropriate/needed, and creatively distribute information about college-readiness opportunities and experiences available to girls through external community partners
- Work collaboratively with PEARLS programming staff and leadership to ensure cohesive programming and best practice sharing; overall goal is one mission, one agency
- Help to identify and implement strategies and programming to support college retention and career development of PEARLS alumnae
- Facilitate the ongoing opportunities for PEARLS alumnae to engage with current PEARLS girls to act as role models and support girls’ college and career goals
- Other duties may be assigned

**Community Development:**
- Assist in the development of community partnerships with colleges and universities that will support PEARLS girls’ awareness of academic options, create pipeline of admission for PEARLS girls, and/or provide financial assistance or scholarships to eligible PEARLS girls
- Assist in the development of community partnerships with businesses and other entities that will support PEARLS girls through job shadowing opportunities, career exploration opportunities, internship opportunities, and/or serve as a pipeline for employment of eligible PEARLS girls
Qualification Requirements:
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:
Bachelor’s Degree required. Currently enrolled in graduate program for Educational Policy & Leadership, College Student Personnel Administration, or a related field. Preferred experience with student support services, youth programming, program management, or event planning.

Necessary Skills:
- Effective communicator (clear, candid and caring)
- Strong problem solving skills, able to approach challenges using theory, strategy, best practices, and creativity
- Proactive thinker, able to anticipate needs and opportunities and resolve issues before they occur
- Resourceful, able to manage time effectively and efficiently
- Strong organization skills, timely and prompt; ability to multi-task
- Ability to establish and maintain strong youth-adult partnerships
- Ability to work independently, as well as within a team context to achieve organizational goals/outcomes
- Strong team building and negotiation skills
- Exceptional written and oral communications skills; ability to:
  - Speak effectively before groups of youths, adults, and professionals
  - Represent PEARLS professionally with college, university, and community partners
- Strong customer services skills
- Proficient in computer skills, including Microsoft Office suite (Word, Excel, PowerPoint)

Other Skills and Abilities:
Ability to respect and maintain confidentiality. Ability to work with non-judgmental attitude in a population comprised of diversity in gender, socio-economic and ethnic group, sexual orientation, and physical or mental abilities. Ability to work within the parameters of the program and be able to work in an environment where there is frequent exposure to stressful/critical situations. Ability to frequently use standard office equipment.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made:
- While performing the duties of this position, the employee is regularly required to use hand to finger, handle, or touch objects, and to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach above shoulders; climb or balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Compensation and Contract Schedule:
The PEARLS Internship contract is a 10 month, 20 hour per week position from August through May (start and end date will be determined upon hire and mutually agreed upon by the employee and PEARLS staff). Compensation includes an annual stipend of $10,000 paid bi-monthly. Based on performance and funding, contract renewable for multiple years.

Application Instructions:
To apply, please send a cover letter, resume, and list of professional references to Elizabeth Mueller, PEARLS College & Career Readiness Coordinator, at elizabeth.mueller@pearlsforteengirls.com by FRIDAY, APRIL 29, 2016. Interviews will be held in early May. Please direct all inquiries about the position to Elizabeth at the email above or 414.265.7555 x113.