



College Success Program Development

Intern

Position Description

DENVER SCHOLARSHIP FOUNDATION

Denver Scholarship Foundation (DSF) is seeking a College Success Program Intern to join our team. We are looking for a passionate, driven individual who desire to excel within an evolving organization. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denver's students.

DSF is a nonprofit organization whose mission is to inspire and empower DPS students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success.

PURPOSE OF INTERNSHIP: This position is a non-paid internship situated within the program department of the Denver Scholarship Foundation. The College Success Program Intern supports the college success team in researching and assisting in delivering best practices in the areas of student/scholar and alumni engagement, retention, and persistence.

Please note: This position focuses on serving students and alumni from an equity-focused administrative and program development role primarily office-based.

OPPORTUNITIES:

May include but are not limited to:

- Assist in the development and execution of success programming for DSF Scholars, potentially including the DSF Leadership Conference, DSF Scholar Institute, and other workshops
- Conduct alumni outreach to track professional development metrics and key information
- Input DSF Scholar and alumni data into Salesforce to capture the trajectory of DSF scholars
- Work collaboratively with the College Success Coordinator, the Volunteer Manager, the Alumni Advisory Committee, and other stakeholders to research best practices for the Alumni Advisory Committee's Mentorship Program and other volunteer endeavors
- Attend Alumni Advisory Committee meetings and support committee goals
- Support data tracking and develop user-friendly reporting for dissemination to DSF Staff and Partners

QUALIFICATIONS NEEDED:

- Passion for the Denver Scholarship Foundation's mission and values.
- Culturally competent; personal and/or professional experience working with students of diverse backgrounds including limited-income students, first generation college students, and students of color.
- Interest in working within a program development and administrative context with an equal love for collaboration and attention to community based-needs assessments/perspectives.
- Strong attention to detail.
- Self-starter and/or an ability to take ownership over small programs or projects.
- Experience working in a professional administrative setting.
- Excellent organizational and communication skills.
- Reliable, responsible, flexible, and punctual.
- Experience with Google suite (docs, sheets, etc.), Excel, Microsoft Word, and other computer applications.
- Preferred experience working with Salesforce.

BENEFITS:

- Benefit from working within a warm, friendly, equity-focused and diverse organizational culture at a growing and reputable organization, Denver Post's Top Places to Work (#4).
- Serve on a mission-driven team that upholds a college persistence rate that is 2.5 times the national average for the diverse student population DSF supports.
- Learn to utilize or expand one's experience utilizing, Salesforce, a Constituent Relationship Management System.
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise.

CONTACT: Fill out the Volunteer Application on our website at <https://denverscholarship.org/get-involved/volunteer/>.

Please include "College Success Program Intern" in the designated internship question block in the Volunteer Application.

The process:

Application 10-15 minutes

Phone Screening 30 minutes

Interview with onsite supervisors 1 hour

Background Check 5 mins

Volunteer Orientation 1 hour

For questions contact Caryn Oppenheim, volunteer manager, at coppenheim@denverscholarship.org