



Coaching Intern

About Us:

Achieving the Dream — Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, Achieving the Dream now leads the most comprehensive non-governmental reform movement for student success in higher education history. Together with our Network of [over 300 institutions of higher education](#), [75 coaches and advisors](#), and numerous [investors and partners](#) working throughout 45 states and the District of Columbia we are helping more than 4 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Achieving the Dream (ATD) stands in solidarity with marginalized students and is committed to making equity a reality. We believe that for colleges to advance student success, ensuring equity is paramount. Since our founding in 2004, we have taken seriously our responsibility to support ATD Network colleges in their work to dismantle the structural barriers that students face in our institutions.

Through our Equity Statement, we are setting the direction we expect our colleges to navigate: a direction that reinforces an institution-wide commitment to transformational change that eliminates systemic barriers, addresses student needs, and increases social justice and equity.

To learn more about ATD's commitment to equity, review our Equity Statement: [ATD's Equity Statement](#)
To learn more about our organization and mission, visit our homepage: www.achievingthedream.org

Coaching Intern (Undergraduate/Graduate Level) – Essential Job Functions:

Achieving The Dream is seeking a Coaching Intern to support the Coaching team in the design and development of the Data & Analytics Summit.

Duties include:

- Attend planning meetings and document the process for internal institutionalization.
- Research potential speakers.
- Coordinate plenary and concurrent session scheduling.
- Manage the collection of presentation and collateral materials.
- Coordinate tech training for speakers and ATD support.
- Develop run-of-shows.
- Other related duties as assigned and requested.

Learning Outcomes:

- To develop skills in project management and achieve an understanding of the planning, production, and logistics of executing a high-quality external event.
- Develop skill competencies specific to an occupation or professional interest.

What You Bring – Professional Skills and Qualifications:

Skills, Abilities, and Requirements:

- Proficiency with MS Office Suite (Word, Excel, PowerPoint); proficiency with database software; ability to learn company-specific software.
- Strong project management and research skills.
- Detail-oriented, able to manage multiple priorities, and able to work independently while meeting specific deadlines.



Core Competencies:

Collaboration: Demonstrates respect, humility, and willingness to collaborate when seeking to understand others and making decisions.

Effective Communication: Ability to actively listen and thoughtfully question to create greater understanding and to offer insights that advance problem-solving.

Disciplined Execution: Perseveres in addressing complex issues despite significant obstacles.

Learning Orientation: Embraces challenges, new ideas, and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.

Culturally Competent: Gain understanding and awareness of others' cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.

Emotional Intelligence: Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

ATD strongly encourages applicants from diverse and historically underrepresented backgrounds to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Please include a cover letter along with your resume. In the cover letter please discuss the following:

- Why are you passionate about ATD's mission?
- What qualities, experiences, or other considerations do you believe make you an ideal candidate for this position?

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 to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Diversity, Equity, & Inclusion

Achieving the Dream believes that diversity, equity and inclusion is critical to its work and its mission. ATD takes meaningful steps to promote inclusion in its hiring, retention, promotion, and board recruitment, and supports equity work at the community colleges it serves.

Equal Opportunity Employer

Achieving the Dream is committed to creating and maintaining a diverse work environment. Employment policies and decisions are based upon merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth, or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally-protected genetic information, marital status, veteran status, or sexual orientation.