Job Overview

Achieving the Dream—the national, nonprofit leader in championing evidence-based institutional improvement—has seen firsthand what happens when there is a long-term, sustainable commitment to improving student success. Achievement gaps close. Momentum builds. Lives change. Neighborhoods flourish. Please include a cover letter along with the resume to be considered for this position. This internship is open to graduate students only.

Job Duties/Responsibilities:
The K-12 Partnerships Team Intern will work alongside our team to support the preparation for the K-12 Partnerships Institute. The Institute will take place in person in Portland, Oregon from June 28-June 30, 2022, and is expected to draw 250-300 participants, mostly educators working in dual enrollment and community college student success from across the country. This is a great opportunity for an individual looking to explore systems change at the intersection of K-12 and postsecondary education.

This role will include working collaboratively with employees on ATD’s K-12 Partnerships and Events teams to support the planning and implementation of the event and communicating with college faculty and staff from institutions around the country. Key assignments will include managing meeting preparation tasks, coordinating presentations and supporting materials, communicating with our events team about event logistics, and supporting presenters. An additional assignment may include designing a specialized conference schedule for student attendees.

Most work can be performed virtually, but during the week prior to the conference and the week of the conference, work will be done on-site.

The ideal candidate will be available through July 2022, to support an additional postsecondary student success meeting in Portland in late July. This meeting will be a statewide meeting for educators and administrators from Oregon’s 24 public institutions of higher education. The tasks associated with this additional event mirror the duties outlined above.

Learning outcomes include:

1. Gain familiarity with program design elements for a large education conference
2. Gain familiarity with issues impacting partnerships between colleges and K-12 school districts
3. Communicate effectively with professionals representing public institutions across the country
4. Manage logistics for a large national event

Supplemental outcome for experienced candidate:

5. Demonstrate facility in designing effective professional development
Skills/Qualifications/Experiences:

- Candidate should be pursuing graduate degree
- Proficiency in Microsoft Office applications (Word, Excel and Outlook) and ability to learn company specific software.
- Should have good social media, editing and research skills.
- Strong analytical, technical, interpersonal and communication skills required.
- Must be customer service oriented.
- Energetic, self-starter, and resourceful problem solver with high attention to detail and the ability to manage multiple ongoing activities.
- Ability to stay calm under high-pressure situations.
- Someone who enjoys teamwork as well as working autonomously

Competencies

**Change Management:** Anticipates changing circumstances and engages stakeholders in moving forward with change.

**Systems Thinking:** Defines the system and one’s role in the system. Sees relationships and the dynamic elements of the holistic system and executes work accordingly. Influences the system. Maps connections to ATD’s external landscape.

**Learning Orientation:** Embraces challenges, new ideas, and different perspectives as an opportunity to learn. Teaches others to foster learning.

**Change Agent:** Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.

**Collaboration:** Acts as a team player who is responsive to others’ priorities, processes, and roles. Demonstrates willingness to collaborate, respect, and humility when seeking to understand others and making decisions. Strives to break down silos across programs and levels.

**Disciplined Execution:** Demonstrated ability to manage work processes effectively and efficiently to deliver high-volume, high-quality work.

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

**Emotional Intelligence:** Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.
**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. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

**Equal Opportunity Employer**

Achieving the Dream, Inc. (ATD) attracts, develops, and retains highly qualified and diverse individuals. ATD is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD 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.