



65 Pine Avenue, Suite 898,
Long Beach, CA 90802

www.mayorsfundfored.org

(562) 548-0440

BOARD OF DIRECTORS:

Bob Foster

Stephanie Graves

Julia Huang

Skip Keesal

Rosi Pedersen

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Alma Salazar

Sarah Tong Sangmeister

Janet Watt

JOB POSTING

Program Coordinator Intern

POSITION

The Program Coordinator Intern will report to the Executive Director of the Mayor's Fund for Education and work in collaboration with other staff of the Mayor's Fund, the City of Long Beach Mayor's Office, and various external stakeholders.

The Program Coordinator Intern will support Mayor's Fund programs in the areas of early childhood education (ECE), early literacy, kindergarten-readiness, internship opportunities, career-exploration, and college completion.

Such programs may include:

- ReadyRosie Long Beach Parent Engagement Project
- Mayor's Book Club
- City of Long Beach Early Childhood Education Strategic Plan
- Long Beach Early Childhood Education Committee activities
- Early Childhood Education Symposium
- Long Beach Celebration of the Young Child
- Mayor's Internship Challenge
- Career Exploration Initiatives

Position Details

- Based in downtown Long Beach
- Paid (\$13.25-\$15/hr based on experience)
- Temporary placement (6-months with possibility for extension)
- Limited to 20-30 hours per week (flexible within normal business hours to accommodate student class schedule)

EXAMPLES OF DUTIES

- Coordinate and foster relationships with external stakeholders, such as City of Long Beach, Offices of Elected Officials, Long Beach Unified School District, Long Beach Early Childhood Education Committee, Pacific Gateway Workforce Investment Network, California State University Long Beach, Long Beach City College, and various education leaders
- Support the work of the Mayor's Fund and partner stakeholders by staffing meetings, developing awareness-building campaigns, coordinating, and implementing events, and developing relationships with partners
- Assist in oversight and implementation of Mayor's Fund programs and assist in their efficiency, expansion, and success.



**MAYOR'S FUND
FOR EDUCATION**

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- Assist with program evaluations, including surveys, and focus groups
- Assist with organizational and cooperative fundraising efforts
- Produce high-caliber summary memos and correspondence
- Maintain electronic files and file system relative to project completion
- Perform administrative duties as needed
- Other duties as assigned by supervisor

REQUIREMENTS

- Current city college or university student in good standing and at least 18 years of age – Junior, Senior, or graduate student preferred
- Pursuit of a degree in Public Administration, Business Administration, Education, Family Services, Social Work, or related field
- Excellent oral and written communication skills, for confident and engaging communication with internal and external partners.
- Ability to present programmatic information in a clear, concise, engaging manner
- Experience writing memos and contributing to reports preferred
- Strong interpersonal skills
- Strong organization skills, including proven ability to handle multiple projects at once, prioritize, and produce high-quality work
- Some professional work-experience and experience working with elected officials preferred
- Ability to handle highly sensitive materials and relationships with good judgement and discretion
- Ability to maintain confidentiality
- Demonstrated proficiency in of Microsoft Office products including Word, Excel, and Power Point
- Ability to work independently demonstrating a drive to complete work without expectations of constant supervision
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Interest in education, literacy, collective impact, and civic leadership, with commitment to increasing educational opportunities
- Must possess a valid driver's license and access to reliable transportation

Please send resumes and cover letters via email to:

Karissa Selvester, Executive Director

Mayor's Fund for Education

kselvester@mayorsfundfored.org

Subject: Program Coordinator Intern