

College Connect Student Intern

Thank you for your interest in interning with *College Connect* at Mission Graduates. Mission Graduates is a community-based non-profit that works to increase the number of K-12 students in San Francisco's Mission District who are prepared for and complete a college education.

College Connect is a family-based college-counseling program for low-income youth who will be first-generation to attend college. The program is designed to ensure that deserving students who meet specified criteria receive the guidance they need to choose the right college, gain acceptance, and graduate with a college degree.

We are looking for self-motivated individuals who are familiar with the Mission community, are bilingual in Spanish or Cantonese (preferable, but not required) and have a passion for working with youth. This is a great opportunity for someone who wants to gain experience working with youth and their families in the Mission community.

The duration of the volunteer position is per school semester. You will work closely with the *College Connect* team to support the rising high school seniors, rising college freshmen, and current college students who are in our program.

50% Direct Service & Special Projects:

- Assist High School Coordinator with Special Projects that may include: Helping to create a youth leadership group, Youth Talking Circles, Mural Project, etc.
- Assist high school seniors with college research
- Assist students with completing scholarships
- Assist Program Coordinator during program meetings, workshops, and events
- Help students as needed with fly-in program logistics and college enrollment paperwork

50% Administrative:

- Send reminder emails/calls/text messages to students about upcoming deadlines, meetings, activities, scholarships, etc.
- Assist in communicating with and scheduling volunteers and interpreters when needed
- Update attendance and other program data entry
- Support the development of a communication strategy between the program and its college students that includes social networking sites
- Help prepare for monthly meetings (buy food, photocopy materials, set up meeting space, etc)
- Help prepare agenda and materials for workshops and program events
- Maintain our Banned Books Library

To apply, email your cover letter and resume to info@maisinscholars.org. The subject line should be the job title of the position you are applying for (the position title should also be listed in your cover letter).