



**CEIBA**  
PUBLIC SCHOOLS

## **POSITION DESCRIPTION**

Ceiba College Prep Alumni Internship: Summer 2019

## **OVERVIEW**

Ceiba is currently seeking enthusiastic, highly motivated, Ceiba College Prep alumni to serve as interns during Summer 2019. These are full-time, paid internships, which require a time commitment of five weeks minimum. Interns receive ongoing mentorship and training from Ceiba leadership and are assigned to specific project teams based on career goals/interests.

Internships during Summer 2019 may focus on the following areas, among others, depending on areas of interest and current needs at Ceiba: Alumni Engagement/Relations, Creative Content/Marketing, School Culture, School Operations, Student Support, Career Readiness Initiatives.

## **QUALIFICATIONS**

We are looking for a dynamic and inspiring team of alumni to join us this summer. Interns should be prepared to work alongside administrators, teachers, AmeriCorps members, students and parents, and eager to gain work experience and mentorship. Ideal candidates will have the following:

- Ceiba College Prep Diploma; current college enrollment
- Commitment to and belief in Ceiba's mission of success in college for all graduates
- Comfortable with technology
- Excellent written communication skills, attention to detail, maturity, enthusiasm (and sense of humor!)

## **Compensation**

\$15/hour

## **Application Process**

Submit a letter to [careers@ceibaprep.org](mailto:careers@ceibaprep.org) with "Alumni Intern" in the subject line, answering the following questions,:

- Name and Contact Information (mailing address, email address, phone number)
- Why are you interested in a summer internship at Ceiba?
- What types of projects are you most interested in working on?
- What skills are you interested in developing?
- How will you leverage your, and your classmates, experience to support current Ceiba students, alumni and families?
- What dates are you available to work?
- Are you interested in full-time (40 hours/week) or part-time (20 hours/week) work?