



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Teach For America

Internship Role Title:

Recruitment and Onboarding Coordinator

Number of roles available:

2

Available to (select any that may apply)

College Student

Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

2814 Detroit Ave
Cleveland, Ohio, 44113

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

26-26A Detroit to Tri-C Wester Shore bus line will take you to stop Detroit Av & w 29th St with is a short 1 minute walk to the TFA Cleveland Office.

Mission of Hosting Organization

Teach For America is a network of over 65,000 advocates, creators, and activists who are obsessed with dismantling inequities starting in education and creating a world where one day all kids have access to an excellent education. Ultimately, our goal at TFA is to collectively set twice as many students in the communities we serve on track to greater economic mobility and opportunity by 2030.

How does this internship role support the mission/purpose of the organization

You'll play a key role in helping recruit and support the leaders that will shape the political, economic, and social future of our nation during the summer. Our summer programming provides the training and community building for incoming Corps Members and you will be charged with supporting the coordination and execution of differing events.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

You will be working with the Recruitment Manager and the School Director in Cleveland.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Yes, you will be in proximity with different roles across out team - both in recruitment, in the primary Cleveland office, and with incoming teachers from different background.

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| Anticipated Start Date | Monday, May 20, 2024 |
| Anticipated End Date | Monday, August 5, 2024 |
| Total Number of Weeks for the internship: | 10 |
| Total Number of hours per week the intern is expected to work: | 15 |
| Workday starts at: (start time or flexible) | flexible + 8am start once in person summer onboarding begins for incoming Corps Members |
| Workday ends at: (start time or flexible) | flexible + 12pm end once in person summer onboarding begins for incoming Corps Members |
| Host Organizations website: | https://www.teachforamerica.org/ |
| Contact Name | Fernanda Ruiz |
| Contact Email | fernanda.ruizmendoza@teachforamerica.org |
| Mentor Name | Fernanda Ruiz |
| Mentor Email | fernanda.ruizmendoza@teachforamerica.org |

Internship Summary

You will support the recruitment of future Corps Members, as well as the training of this year's 2024 Ohio Corps Members that will begin their summer training in Cleveland. Your work will be hybrid and split between virtual work that supports recruitment efforts at Case Western Reserve University and Cleveland State University to increase the current state of the Teach For America brand on campus and develop campus strategies that will positively impact the brand overtime.

For the in-person portion of the internship, you will be in-person at a school site (background check required) and report to the School Director. You will support daily school operations and logistics, contributes to co-creation and execution of school events, supports classroom preparation in collaboration with teaching staff, ability to problem solve with support from management, provide creative solutions to complex scenarios. 8am-12pm when in-person.

Schedules + division of labor can be flexible depending on individual needs and interests.

Essential Responsibilities of this role?

Identify mission aligned students, organizations, and classes on campus (CWRU+CSU)

Support daily school operations and logistics

Contributes to co-creation and execution of school events

Supports classroom preparation in collaboration with teaching staff

Ability to problem solve with support from management

Provide creative solutions to complex scenarios

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Time Management

Creativity

Adaptability

Leadership Skills

Knowledge and skills required for this role

Ability to balance multiple initiatives at once, tracking tasks and project plans to meet goals and timelines
Strong organizational and prioritization skills
Strong professional written and verbal communication skills
Record of achievement in academics, leadership, and/or employment
High level of initiative and personal responsibility
Detail oriented and results-driven

What does success look like for the intern at the end of the summer

Success in this role will be seeing the growth and community built during summer training amongst our Teach For America and knowing that you played an integral role in the development of our classroom leaders + in preparing the recruitment grounds for future educators in Cleveland.

Other information

We believe strongly in the power of co-creation and want to make sure that interns + mentors work closely to co-create a role that fits the interests and needs of each intern. During the interview we will talk about what essential responsibilities they feel most passionate about and/or would like to develop in.

Prepared by:

Fernanda Ruiz

Date

Saturday, December 9, 2023