



## **Program Intern (Boston, Cambridge, and Somerville)**

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### **About Us and Our Philosophy**

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains, and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training, and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013. Breakthrough launched programming in its third city, Somerville, during the summer of 2018. As an independent 501c3 nonprofit Breakthrough Greater Boston is part of a national educational movement called The Breakthrough Collaborative working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity, and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families, and teachers. Our team is diverse, high-performing, and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization

- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
  - **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
  - **Excellence in Everything:** We maintain high expectations for ourselves
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## **SUMMARY**

Program Interns will gain immersive programming experience at a successful nonprofit. At each campus, Program Interns will be supervised by a member of the Program Team.

## **RESPONSIBILITIES**

Depending on the number of interns hired for the semester and each intern's areas of interest, responsibilities will include some combination of the following:

- Support Breakthrough students and teachers during the 7<sup>th</sup> and 8<sup>th</sup> grade After School Program
- Support Breakthrough students during the 9<sup>th</sup> and 10<sup>th</sup> grade Study Hall Program
- Assist with data analysis and support for the 11<sup>th</sup> and 12<sup>th</sup> grade College Access Program
- Research resources for a summer and school year extracurricular guide for high school students
- Assist in conducting advocacy work on behalf of Breakthrough students
- Serve as a liaison between the Breakthrough program and families
- Assist in outreach efforts to local schools, universities, and businesses
- Gain experience in human resources through assisting in recruitment and training of teachers
- Manage and analyze student data using BTGB's Salesforce database
- Provide support for student and teacher recruitment
- Provide support for student and teacher admissions

Please note that these are specific responsibilities. Your job may include a number of other tasks as well, as Breakthrough programs thrive on flexibility, creativity, and a willingness to pitch in!

## **QUALIFICATIONS**

- Strong work ethic; must be able to work independently as well as collaboratively
- Ability to maintain a high level of accuracy in all work; attention to detail
- Strong communicator (both oral and written) with a positive attitude
- Self-starter who is comfortable taking initiative on projects; leadership skills
- Organized individual who is able to manage both short-term and long-term projects
- MS Word and Excel experience required
- Passion for and commitment to urban education a plus

## **LOGISTICS**

The three Breakthrough Greater Boston campuses are located at the Cambridge Rindge and Latin School, New Mission High School and the Healey School in Somerville. At each campus, the Program Intern workspace is located in a busy, open office area with the permanent staff. A minimum of 8 hours per week is preferred.

## **COMPENSATION**

The Program Intern is a stipend position.

## **BENEFITS**

- Direct hands-on experience in nonprofit management and educational programming with a national leader in out-of-school programming and teacher training
- Professional development coaching and opportunities based on individual interest
- Experience participating in Breakthrough Greater Boston program presentations and events
- Vacation days include all major holidays
- Collegial, flexible work environment

## **APPLICATION PROCESS**

To apply, please email your resume and a cover letter detailing your interest in Breakthrough Greater Boston and relevant skills/experience to [jobs@btgbmail.org](mailto:jobs@btgbmail.org) with the subject line "Program Intern." Please make sure to indicate details on your schedule, access to a car and capacity to work at our three campuses.

For more information, please visit [www.breakthroughgreaterboston.org](http://www.breakthroughgreaterboston.org).

Candidates for employment and employees are considered without regard to race, religion, color, sex, sexual orientation, national origin, disability, citizenship, military status, gender identity, genetic disposition or carrier status, marital status, or any other characteristic protected by federal, state, or local law.

Thank you for your interest in Breakthrough Greater Boston!