



inversant

Empowering families to invest
in higher education

Inversant Learning Circle Intern

Inversant's mission is to ensure that through parental engagement every low-to-moderate income family has the resources and understanding they need to achieve their goals for higher education.

The Inversant Learning Circle Intern will support the work of the Inversant Programming Team in program implementation at the Inversant program site. Inversant staff members work in low to moderate income communities in Boston, Chelsea, Revere, Lynn and Salem several evenings a month to deliver programming to participants through meetings called Learning Circles. This is a 4-8 hour monthly internship position. As such, the job description that follows outlines the specific support tasks required of the Inversant Learning Circle Intern:

Key responsibilities include:

1. **Learning Circle Support** (*each site has one evening workshop per month*)
 - a. Attend Learning Circles with program staff members (*mostly evening, set dates for the year*)
 - Set up the room before families arrive
 - Set up dinner
 - Organize program hand outs and sign in sheets
 - Greet families as they arrive
 - Assist Site Managers in miscellaneous tasks which may occur during a Learning Circle
 - Help supervise the room from outside distractions during the Learning Circles
 - Logistic, location, A/V support
 - Help clean up the room post Learning Circle

2. **Recruitment & Enrollment Support**
 - a. Attend recruitment and enrollment events as needed (*mostly evening, set dates for the year*)
 - Space set up and clean up support
 - Field questions from parents at event

Qualifications

- Minimum 16 years of age
- Family is an active participant in the Inversant Program
- Bilingual in Spanish and English preferred
- Able to commit to a minimum of one semester of Learning Circles, full year commitment preferred
- Able to attend other evening events as needed
- Interest or experience working with diverse population



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- An interest in nonprofit or college access work
- Ability to working independently, multi-task and organize
- Ability to collaborate and work with other members of a team
- Ability to work during the academic year

To apply: Send your cover letter and resume to:

- **CHELSEA** Amartya Zaratea zaratea@chelseaschools.com
- **KIPP:** Peter Hulbert p.hulbert@inversant.org
- **REVERE:** Luz Miranda l.miranda@inversant.org
- **SALEM:** Luz Miranda l.miranda@inversant.org