

## Inversant Intern

Inversant believes that higher education is attainable for all, regardless of income, and that family engagement is crucial to students' educational achievement. Working with community partners, Inversant provides knowledge, resources, connections, and financial incentives that empower parents to propel their children into higher education.

The Inversant intern will support the work of the Inversant Programming and Development/Communications Teams in implementing programmatic and communication talks at the Inversant office and sites. Inversant staff members work in low to moderate income communities in Boston, Chelsea, Lynn, Revere and Salem several evenings a month to deliver programming to participants through meetings called Learning Circles. This is a 12 hours weekly paid internship position. As such, the job description that follows outlines the specific support tasks required of the Inversant intern.

1. Learning Circle Support (*each site has one evening workshop per month*)
  - a. Attend Learning Circles with program staff members
    - Assist managers and facilitators in in-office preparation for events
    - Field questions from parents
    - Logistic, location, A/V support
2. Recruitment & Enrollment Support
  - a. Attend recruitment and enrollment events as needed
    - Assist in preparation for events
    - Space set up and clean up support
    - Field questions from parents at event
    - Support data and document collection efforts
3. Administrative support
  - a. Support the Inversant in any administrative support, including but not limited to:
    - Assist program team with data entry
    - Translate marketing materials from English to Spanish
    - Any other program and communications task as needed

### Qualifications

- At least a college sophomore *required*
- MA driver's license *required*
- Inversant program alumni *preferred*
- Bilingual in Spanish and English *preferred*
- Evening availability, flexible schedule
- Interest or experience working with diverse population
- An interest in non profit or college access work preferred
- 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:** submit your cover letter and resume to Rochelly Araniz, [r.araniz@inversant.org](mailto:r.araniz@inversant.org)