Generation Hope Program Intern - Washington, DC

Job Title: Program Intern

Reports to: Program Coordinator

Preferred Dates: January 16, 2024 - May 3, 2024

Time Commitment: 20-30 hours a week

About Generation Hope:

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided over $1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 170 degrees earned through our program, and built relationships with 20+ two and four-year institutions around the DC Metro region as well as other institutions across the country. For more information, please visit www.generationhope.org.

Position:

The Program Intern is responsible for the development, coordination, implementation, and occasionally evaluation of programs and activities based on the needs of Generation Hope Scholars and their families, Sponsors, staff, and volunteers. The Program Intern works in coordination with the program team and provides support to Generation Hope staff. The Program Intern will have the opportunity to design and implement a project of their choosing—this could range from creating new resources for our Scholars to designing elements of training, etc.

Candidates are expected to participate in this internship at least 20 hours per week for at least 15 weeks. Candidates who can volunteer additional time are preferable. You will receive an incentive of $3,000 for your participation in the internship program. This incentive is intended to support the costs you may incur during your internship at Generation Hope, such as childcare. Internships begin on January 16th and end May 3rd, with some flexibility on starting and ending dates. The internship will be largely
remote with some in-person meetings and events. Interns must be located in the DC metro region during the time of the internship.

**Responsibilities:**
- Oversee logistical details related to Scholar and Next Generation Academy program activities.
- Assist with maintaining Scholar/Sponsor records and database files.
- Assist with marketing and communicating the Generation Hope Scholar Program to the community.
- Track program participation and prepare reports as necessary.
- Assist with organizing college readiness workshops and other outreach events.
- Attend all weekly staff meetings and evening meetings where appropriate.
- Assist with organizing in-kind donations for Wish List and Holiday Gift events.
- Assist with research on policies, resources, and other topics related to Scholar success.
- Support on-site with events, including assisting with childcare, logistics, etc.
- Other duties as requested.

**Qualifications**
- High School Diploma required. Preference will be given to candidates with some college experience, particularly those studying Public Administration, Family Studies, Social Work, Health and Human Services, or a related field.
- Knowledge of Microsoft Office Programs and Google Suites.
- Strong writing skills.
- Most importantly, the ideal candidate needs to be self-directed and able to carry through projects with little oversight in a largely remote environment.

To apply, please complete the online application at [https://generation_hope.formstack.com/forms/internship_application](https://generation_hope.formstack.com/forms/internship_application). Please do not call.

As a safeguard to the health of our community, all interns must be fully vaccinated against COVID-19 by their start date. Our full vaccination policy is available [here](#). Please email [hiring@generationhope.org](mailto:hiring@generationhope.org) with any questions about this policy or medical/religious exemptions.

*Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.*