

Position Description: *E3 Alliance Collective Impact Intern*
Classification: *Full Time Internship, ~35-40 hours/week 11 weeks from May 2018 to August 2018*
Direct Supervisor: *To Be Assigned*

ABOUT E3 Alliance

E3 Alliance is a 501(c)(3) nonprofit founded in 2006 and located in Austin, Texas. E3 Alliance uses objective data and focused community collaboration to align Central Texas education systems enabling all students to succeed from “cradle to career,” and ensuring regional economic prosperity.

Position Description

This internship is part of E3 Alliance Collective Impact Alignment Practice, and will work closely with Blueprint Directors and Research Team. A primary supervisor will be assigned after the intern is selected. While hours per week can be flexible depending on job needs and availability of candidate; it is expected that an average of 35-40 hours per week will be required but some weeks may be much more or less time intensive than others.

E3 Alliance (“E3”) designed this program to provide the intern broad exposure within our non-profit organization, including Collective Impact, Research and Operations. In assigning projects to the intern, we consider their areas of interest and objectives for their internship. Projects will be substantive and designed so that they can be completed within the internship timeframe. Intern will be expected to actively participate in meetings and given the opportunity to present on a topic at a staff meeting. Internship projects will cover:

- **Goal 1:** *All Children Enter School Ready To Learn (approx. 60 hours)*
- **Goal 2:** *Central Texas Eliminates Achievement Gaps While Improving Overall Student Performance (approx. 60 hours)*
- **Goal 3:** *High School, College, and Career Success (approx. 60 hours)*
- **Goal 4 and Communications:** *Central Texas as a Community Prepares Children to Succeed (approx. 60 hrs)*
- **Strategic P16 Initiatives:** *Cross-cutting education continuum and focus on how to make research more actionable (approx. 60 hrs)*
- **Research and Analytic Systems Development:** *(approx. 60 hrs)*

E3 Alliance’s comprehensive internship program offers:

- First-hand learning opportunities about E3’s extensive collective impact work in education, cradle to career
- Substantive project work with E3 Team members
- Thoughtful and meaningful projects providing practical training and experience in the nonprofit sector with a highly impactful and innovative organization
- Opportunities to meet partner organizations including non-profit partners, business leaders, and school district staff
- Feedback and dialogue throughout the internship and an evaluation at the conclusion
- Opportunities to participate in and attend internal and external meetings and events including:

1. One-on-one meetings with Executive Director Susan Dawson, Chief Operating Officer, Blueprint Goal Leaders, Research and Analytic Systems Development Director, and Vice President of Investor Development scheduled throughout the internship
2. Participation in informative E3 Events scheduled during internship period
3. Participation in appropriate internal and external organizational meetings

Ideal Candidate

Candidate must have a passion to improve public education. Candidate must have excellent verbal and written communication skills and work effectively both independently and as a member of a collaborative team. He/she must have proven ability to manage multiple projects simultaneously while paying attention to detail.

Required Education / Skills / Experience

- Bachelor's Degree or equivalent
- Education, Social sector and/or nonprofit experience preferred
- Team-oriented, ability to work in a close-knit, entrepreneurial environment
- Highly organized, with the ability to initiate and manage projects, balance competing priorities, and multi-task
- Excellent written and oral communications skills
- Results-oriented, self-motivated to be productive and driven by sense of urgency
- Recognition and respect for diversity of culture and background
- Alignment with the mission and vision of E3 Alliance
- Solid technical skills, including experience with Microsoft Office suite, collaboration applications (MS Teams, Sharepoint, Google Drive)
- Strong attention to detail with a positive, problem-solving approach
- Ability to provide excellent customer service in all interactions representing E3 Alliance

INDICATORS OF SUCCESS

- The E3 Staff have the support needed to effectively execute their work
- Positive feedback from peers on adherence to our "Best At's" and overall performance
- Assigned projects and associated tasks are completed on time and with a high satisfaction score from staff
- Intern's workload is effectively managed

Compensation and Benefits

This position is an unpaid internship with a performance-based stipend for exceptional work.

APPLYING

To apply, please submit resume, cover letter, and 3 references as PDFs to Emma Garrett at egarrett@e3alliance.org.