

***Position Description: E3 Alliance Collective Impact/ Policy Intern***

***Classification: Full Time Internship, 400 hours 10 weeks from May to August***

***Direct Supervisor: Senior Director of Strategic Initiatives & Continuous Improvement***

**ABOUT E3 Alliance** E3 Alliance is a 501(c)(3) nonprofit founded in 2006 and located in Austin, Texas. E3 Alliance transforms education systems through data and collaboration so all students succeed. E3's core values are collaboration, data-driven, learning, relentless, and equity.

### **Position Description**

This internship is part of E3 Alliance's Collective Impact Practice. The intern and will work closely with our Senior Director of Strategic Initiatives & Continuous Improvement to work on:

- Writing and disseminating policy briefs
- Develop collateral surrounding our data and policy recommendations to inform and guide education conversations and decisions this upcoming session
- Brainstorm, identify and plan legislative events to push our data that supports our policy recommendations
- Further develop relationships with Central TX legislators

E3 Alliance is looking for someone who understands the legislative and education landscape in Texas, who is innovative and will help with creating awareness and credibility surrounding our data and work to improve student outcomes, and has a passion for strengthen relationships and improving student outcomes. 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. Interns will be expected to actively participate in meetings and given the opportunity to present on a topic at a staff meeting. Internship projects may cover:

- **Community Solutions and Learning Networks focused on Blueprint Initiatives:**
  - Improving School Readiness
  - Increasing School Success
  - Increasing Students Graduating High School
  - Improving Student Post-Secondary Learning Success
- **Research and Data Analytics/Presentation**
- **Investor Development**
- **Communications and Community Engagement**

E3 Alliance's comprehensive internship program offers:

- First-hand learning opportunities about E3’s extensive collective impact experience in education, cradle to career
- Substantive project work with E3 Alliance 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 a substantive evaluation at the conclusion of the internship
- Opportunities to participate in and attend internal and external meetings and events may include:
  - One-on-one meetings with President, Chief Operations Officer, Senior Director of Community Solutions, Senior Director of Learning Networks, and Vice President of Investor Development scheduled throughout the internship
  - Participation in informative E3 Alliance events scheduled during internship period
  - 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 Core Values, “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**

\$20 Hourly rate for a total of 400 hours between May and August

To apply, please submit resume, cover letter, and three references as PDFs to Christie Hepburn at [chepburn@e3alliance.org](mailto:chepburn@e3alliance.org).