

TEACH FOR AMERICA - COLORADO

SUMMARY DESCRIPTION

The internship position available will support in the development of a recruitment strategy for Teach For America (TFA) Colorado's talent strategy team. At TFA Colorado we are committed to increasing ideological diversity in our corps and strengthening the talent pipeline of teachers from the communities we serve in Colorado. Our intern will play an integral role in the development of our strategic plan for the FY20 year and will help to develop the systems and structures that will set our field recruiters up for long-term success. The work will be a combination of research and development and networking with potential stakeholders in the Colorado education landscape.

RESPONSIBILITIES

The intern will work directly with Teach For America's talent strategy team. In this work, the intern will be responsible for helping to develop a new strategy for candidate outreach, tracking, and engagement. This might include (and may not be limited to):

- Developing a technology solution (spreadsheet, solution within current database, etc) for tracking and reporting on recruitment activities and candidates;
- Meeting with community stakeholders and recruitment prospects to help inform strategic planning and most effective recruitment strategies;
- Conducting internal and external research..

QUALIFICATIONS

- Experience in Microsoft Office suite, Google Drive (docs, PPT, sheets)
- Ability to learn Salesforce quickly
- Strong written and verbal skills
- Ability to travel. Occasional (2-3 days per month) travel to Colorado Springs and Pueblo for day trips. All travel expenses and transportation will be covered by TFA staff.

INTERN TIME (IN CATEGORIES)

50-60 hours of work will be devoted to training and culture building to be a part of the TFA Colorado team.

The remaining hours will be split between building a new system for candidate outreach and working with staff members on the strategic plan and vision for our talent team.

TYPICAL WORK SCHEDULE

The intern will be expected to work 6-8 hours per day, usually between the hours of 9 am and 5 pm.