



POSITION: Communications Intern / College Success Advisor (Student position)

POSITION SUMMARY

Primary Role

The **Communications Intern** will support BLU's communications & marketing team with social media/graphic design tasks, social media management, website management, outreach, and other communications related tasks.

Secondary Role

A **College Success Advisor (CSA)** assists with implementation and evaluation of a college access program for Inland Empire students. The CSA will provide college and career planning support to students and parents at local schools, colleges and community organizations as part of a regional College Success Initiative through BLU Education Foundation's College Exodus Project.

The mission of the **COLLEGE EXODUS PROJECT (CEP)** is to assist students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, and/or volunteer service. We accomplish our mission by providing comprehensive college information, assistance and support to help students with admissions, financial aid, retention and graduation from public and private institutions throughout the country.

RESPONSIBILITIES

Communications Support

- Assist with graphic design for social media & marketing materials
- Assist with videography & photography
- Assist with community outreach via social media & email
- Support social media updates, newsletters, or communication about BLU's programs
- Assist with and participate in special events/projects as needed

Case Management, Individual Scholar Coaching, and Support

- Provide individual and small group advising to students
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Assist with completion and follow-up of college, financial aid and scholarship applications
- Assist with colleges search activities and scholarships
- Assist with completion and follow-up of college, financial aid and scholarship applications
- Serve as a Mentor/Role Model for students to pursue post-secondary education

QUALIFICATIONS

- Effective verbal and written communication skills
- Ability to serve a diverse student, staff and parent clientele
- Proficient in MS Word, Excel and Internet resources
- Must carry self in a professional and ethical manner
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Must be energetic, self-starter, and be able to work independently in an effective manner
- Be willing to travel to various K-12 school and community sites

Preferred Fields of Study (not required):

Marketing, Communications, Public Relations, Business or related disciplines

REQUIREMENTS

- Proof of current enrollment at an accredited college or university is required.
- Must have reliable transportation available, CA Driver's License and auto insurance
- Must pass TB test and Live Scan fingerprinting

SALARY

- Paid* (San Bernardino Valley College or Riverside City College Work-Study or College Corps eligible)
- Unpaid (all other candidates)
** students who qualify are paid according to the agreement provided by Work Study, College Corps, School of Ed. or internship partner*

WORK SCHEDULE

- 15-20 hours per week (some evenings and weekends required) during peak periods.
- 10-15 hours per week during slower periods.
- Work shifts will be in 3 to 8 hour increments between 8am-5pm, Monday-Thursday
- Monday team meetings/Friday work trainings
- Third Saturday of every month 8am-1pm for College Exodus Project programming

HOW TO APPLY:

Interested and QUALIFIED candidates should email the following:

1. Cover Letter - please include:
2. Resume

Send resume and cover letter to: meme@bluedfoundation.org

For information, please visit **www.BLUedfoundation.org**