



LEAD OPERATIONS ASSISTANT

ABOUT BREAKTHROUGH NEW YORK

Since 1999 Breakthrough New York has been transforming the lives of motivated, low-income students by preparing them for and helping them enroll and persist in rigorous high schools and colleges.

It is our mission to help them break through the obstacles that stand in the way so that they can succeed in the world. On a daily basis our students are breaking through and here at BTNY we're proud to be a part of that road to success.

YOUR RESPONSIBILITIES WILL INCLUDE...

- Overseeing logistics and operations for our Summer Program and Evaluation Week
- Conducting weekly check-ins with your Site Coordinator
- Managing success of two high school aged program assistants
- Supervision of attendance tracking, meal setup and delivery, online collections systems, and other student support processes
- Managing site inventory and supply ordering
- Assisting in site maintenance
- Being a role model at all times
- Other duties based on the BTNY site at which you are assigned

WE'RE LOOKING FOR SOMEONE WHO...

- Can demonstrate experience and results with similar responsibilities to those listed above
- Seeks experience working in the non-profit sector or wants to seek out career opportunities in non-profit coordinating upon graduation
- Is passionate about forming relationships with students
- Is a current college student
- Maintains / maintained at least a 3.0 GPA
- Can commit to the entire Summer 2018 (May -August)
- Is confident with MS Office (Word, Excel, and PowerPoint in particular), Google Drive, and comfortable learning new systems
- Is a proven A-Player and practices:
 - **Efficiency:** Produces significant output with minimal wasted effort
 - **Prioritization:** Balances tasks and makes the right judgment call
 - **Critical and Reflective Thinking:** Draws insightful conclusions from data and feedback
 - **Attention to Detail:** Identifies the important details, ensuring they do not slip through the cracks or derails project
 - **Effective Communication:** Speaks and writes clearly and articulately, adjusts for audience as appropriate
 - **Leadership and Ownership:** Understands their role as a leader on any project and team, resulting in successful outcomes regardless of their title or role using a "whatever it takes" attitude
- Demonstrates excellence in BTNY's Core Values:
 - We learn and lead flexibly and constantly
 - We embrace the sense of the possible
 - Relationships matter
 - We model integrity
 - We are all in

BREATHROUGH POINTS IF YOU...

- Are a Breakthrough College Student or Alum
- Have taught or worked at a Breakthrough site previously

TENTATIVE CALENDAR...

- June 11th – June 29th: Teaching Fellow Training
- June 27th: Program Operations Assistant Training
- Programming Dates
 - July 2nd - August 3rd

- Post-Programming Evaluation Period: August 6th - August 10th

ANTICIPATED TIME COMMITMENT...

- This internship requires 9 weeks of full time commitment throughout the Summer of 2018, including:
 - 3 weeks of logistical assistance and site set-up during Teaching Fellow Orientation Weeks
 - 5 weeks of summer programming
 - 1 week of logistical assistance and site breakdown during Teaching Fellow Evaluation week

COMPENSATION

BTNY is strongly believes in selecting the top, qualified candidates. As a part of your offer you can expect to receive the following:

- A base stipend of \$4,750
 - Candidates can also choose to volunteer their time
- A pre-paid MetroCard card to cover internship related travel expenses
- Ongoing professional development support, including PD focused meetings and letters of recommendation

Finally, working at BTNY gives you the opportunity to work with an AMAZING team, to build skills as a non-profit professional, to work in an environment with plenty of growth opportunities, and to make breakthroughs happen for NYC students.

TO APPLY

- Email seasonal@btny.org with **Lead Operations Assistant by March 2nd** as the subject line and attach the following:
 - Your Résumé
 - BTNY Questionnaire – Send answers to the following questions:
 - What are your career goals?
 - What are you really good at professionally?
 - What are you not good at or not interested in doing professionally?