



The Community
College Project

Operations and Policy Intern

About One Million Degrees:

THE CHALLENGE: 65% of Illinois public college students attend community college, but only one in five of them will graduate with a degree within three years. One Million Degrees (OMD) changes that.

THE SOLUTION: One Million Degrees is the only organization in Illinois and one of few in the country dedicated to providing comprehensive supports to low-income, highly motivated community college students to help them succeed in school, in work, and in life.

From tutors and coaches to financial assistance and professional development, OMD offers the support that empowers Scholars to transform their lives and those around them for generations. OMD Scholars graduate at twice the state average with the skills and experiences necessary to launch economically mobile careers

Currently in its 11th year of programming, OMD continues to expand the number of Scholars it supports to be a catalyst for change in Chicago. OMD partners with 10 Chicago-area community colleges, serving over 800 Scholars and aiming to grow to 1,000 Scholars next year. To learn more about OMD's Scholar support model, watch this [story](#) of one of our incredible scholars.

One Million Degrees is a friendly, diverse office with ambitious goals and a relentless drive to achieve them. Join our dynamic team of talented, hard-working individuals who believe that a single degree can change the world.

Position Summary: The OMD Operations and Policy internship is fantastic opportunity for a student interested in learning the ins and outs of non-profit administration. The intern will gain exposure to all areas under OMD's Operations team, which oversees Finance, Human Resources, Facilities/Technology, and Research.

The Intern will work closely with the Operations team to continuously develop and refine OMD's operations practices, supporting a culture of innovation and impactful use of resources to achieve our mission.

Note that actual duties outlined below may vary depending on the skills, experience, and interest of the intern.

Specific duties and responsibilities include but are not limited to:

Finance

- Keep abreast of updates on non-profit accounting rules and summarize information for leadership

- Prepare and reconcile receipts for expense reimbursement
- Assist with the maintenance of finance files, keeping them organized, accurate, and secure
- Assist with budget tracking
- Liaising with vendors around invoices

HR

- Screen resumes and coordinate candidate interviews
- Assist with new hire staff and intern onboarding process
- Research best-practices and assist in the creation of organizational policies (e.g. expense reimbursement, time-off)
- Assist with compensatory time off tracking
- Author staff newsletter

Facilities and Technology

- Managing the flow of calls and visitors to OMD
- Supply ordering and inventory maintenance
- Organizing the office
- Setting up computers for new employee (guided by IT)

Research

- Fielding and analyzing surveys of OMD stakeholders (students, coaches, staff, college partners)
- Analyzing student data in order to report outcomes

Qualifications and requirements:

Ideal Experience:

- Coursework in accounting, human resources, data, policy, or non-profit administration
- Intermediate or advanced Excel skills
- Familiarity with accounting software is a plus.

Ideal Traits:

- Proactive – Enjoys identifying potential areas for organizational improvement and creating action plans to tackle them
- Analytical – Able to identify trends and causations and provide strategic guidance for decision making
- Efficiency-minded – Able to identify cost-savings or reduce duplicative efforts
- Builder/entrepreneur – Enjoys building new things in a fast-paced environment

One Million Degrees is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.