



The Community
College Project

Program 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. To learn more about OMD's Scholar support model, watch this [story](#) of one of our incredible scholars. [story](#)

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 Program internship is fantastic opportunity for a student interested in learning the ins and outs of non-profit and/or social service programming.

The Intern will work closely with the Program Operations and Recruitment teams to continuously develop and refine OMD's program practices, supporting a culture of scholar success.

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:

Program Operations

- Support Program Operations team in planning, logistics, materials preparation, and execution of scholar events including Scholar Orientation (May require some evening and weekend hours, which would replace some daytime hours those weeks)
- Outreach by phone and email to scholars to drive event attendance and engagement.
- Data/Salesforce support:

- Translating hard copy scholar information into electronic data for import into Salesforce

Recruitment

- Assist with on-site recruitment on college campuses and high school classrooms
- Manage communication with accepted students and potential applicants
- Support management of new scholar onboarding process
- Data/Salesforce support:
 - Update recruitment partner data
 - Enter prospective applicant data
 - Manage applicant pool data

Qualifications and requirements:

Ideal Experience:

- Work experience or coursework in education, social services, public administration/policy, or non-profit
- Experience working with diverse audiences