



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Jobs for the Future – Project Management

Internship Location: Boston, MA

Required Dates: Yes No If yes, internship must start on: June 14, 2009 and end on August 20, 2009 (**projected dates, period may shift a bit**) or must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or housing will cost the student:

Expected working schedule for this internship:

Start Time: 9:00am

End Time: 5:00pm

Lunch break: 1 hour (duration)

(specific time, if applicable)

Additional Information, if necessary: Intern may have to work additional hours if needed.

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

Through research, action, and advocacy, Jobs for the Future develops promising education and labor-market models that enable American families and companies to compete in a global economy. Across the United States, in partnership with foundations and other national nonprofits, JFF improves the educational and workforce pipelines leading from high school to college to family-sustaining careers. Our initiatives take us to 206 communities in 41 states and the District of Columbia.

Princeton Internships in Civic Service is administered by the
Princeton University Class of 1969 Community Service Fund.

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Princeton, NJ 08540

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Internship Description

Describe in detail the work or project the intern will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

Since 2004, JFF has worked with states participating in Achieving the Dream, a multifaceted national initiative designed to help more community college students succeed. JFF's role in this initiative is to help states identify and implement policies that encourage community college students to reach successful outcomes. Currently, JFF works with a group of 16 states to help advance student success policy workplans assembled through their participation in the initiative. Their work is focused in five primary areas: data and performance measurement, policies to incent student success at the institutional level, alignment between secondary and postsecondary curricula, transfer and articulation policies, and need-based financial aid. Additionally, in 2009 six of these states were selected to participate in a focused three-year commitment to rethink state policies on developmental education, or pre-college-level courses designed to help students reach college readiness.

JFF is seeking an intern for summer 2010 to assist Achieving the Dream program staff with both project management and administrative responsibilities. Specifically, the intern would:

- Conduct research (via internet and phone) and summarize existing and available research on key policies affecting student success in community college.
- Assist in the development of knowledge management tools to organize this information.
- Assist in the preparation of meeting materials and the development of content for the initiative's biannual State Policy Meeting.
- Help develop the initiative's interactive online policy resources (depending on the candidate's skill set)

This internship will provide the successful candidate with exposure to education policy research and advocacy through a nationally recognized organization, and is ideal for a candidate with an interest in the non-profit sector.

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

Candidates must have an interest in education or public policy as demonstrated by their major, course selection, and/or undergraduate research. Candidates must possess the skills to conduct relevant research, data collection, synthesis, and analysis. Technical skills required to assist with online resources will be considered a plus.

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