



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Success Charter Network

**Internship Location:** New York City

**Required Dates:** Yes  No  We would prefer that interns start May 31st, but are flexible. Ideally, interns will work with us for at least 2 months.

**Housing Will Be Available to Intern:** Yes  No

**Expected working schedule for this internship:**

Start Time: 9:00am      End Time: 6:00pm

Lunch break: 30 minutes

## **Organization Description**

### **Join our movement**

Success Charter Network is an ambitious charter management network of four high-performing charter schools in New York City. Over the next decade, our network will grow to 40 schools that provide access to high-quality education to children throughout New York City.

In 2006, Success Charter Network launched our flagship school, Harlem Success Academy Charter School. With the opening of three additional schools in 2008, we are currently serving more than 1,500 students. We plan to launch three new schools in the fall of 2010 that all provide academically rigorous and well-rounded instruction in historically underserved communities.

### **Envision excellence**

Our faculty, scholars and families are committed to excellence. In 2009, 100% of Harlem Success third graders passed the NYS math exam, with 71% achieving the top score of "4," ranking the school #1 out of all public charters in the state. 95% of Harlem Success third graders passed the NYS English Language Arts exam, with nearly a quarter achieving the top score of "4," ranking the school #2 out of all public charters in the state. Harlem Success outperformed its school district by nearly 25 percentage points in English Language Arts. The percentage of students who are "advanced proficient" in math surpasses even the affluent Upper East Side of Manhattan by nearly 35%.

### **Support a growing network of success**

Just as we invest in our scholars' success from an early age, we begin planning for the school year during summer orientation to ensure all faculty have the tools and resources they need to be successful. The Success Charter Network includes External Affairs, Development, Human Resources, Operations, Finance, Family Affairs, Data and Accountability, Instructional Development and Technology. Each department plays a pivotal role in ensuring student success throughout the year. Each of these departments houses a summer intern, who is essential to Success Charter Network in completing projects needed to open 3 new schools for the Fall of 2010.

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

12 Stockton Street  
Princeton, NJ 08540

609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



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### **Internship Description**

#### **SCN Internship Description:**

The Success Charter Network is offering internship opportunities. If you are studying Politics, Math, Business, or 18th Century Literature, don't let that degree keep you from applying to SCN. We have internships working in many fields - including Finance, Instructional Development, Data and Accountability, External Affairs, Operations, and Family Affairs.

Interns at Success Charter Network are key players in our daily operation and our constant innovation. SCN Internships provide a unique experience to observe and be part of the early stages of a highly ambitious and successful non-profit organization. You will have the opportunity to learn hands-on about how a non-profit organization gets started and runs.

Interns receive ongoing mentor-ships and training throughout their program at SCN. Assigned to a team based on your skill sets and interests, you will work directly with a SCN Director who will oversee your work, help identify project goals, and support your professional development. You will have the opportunity to attend department and network-wide meetings as well as attend other organization-wide events.

#### SCN Operations Summer Internship.

PICS Summer Intern will plan and analyze the renovation work associated with relocation, expansion and opening of new schools. Tasks associated with the project include:

- Collecting Contractor Bids
- Track and Analyze Contract Negotiations
- Proof Contracts for Compatibility with our Preferred Language
- Tracking Contract Signatures
- Create Timeline for Contract Work Completion Across Network
- Monitor Progress Towards Completion of Work
- Memorialize Lessons Learned
- Assess the Capacity of Contractors to Do More Extensive Work in Future
- Track Payments - What is Due, When, What Penalties Should Be Assessed - Against Budget

To learn more about our organization, please visit our website at [www.successcharters.org](http://www.successcharters.org).

### **Intern Qualifications**

SCN is looking for driven, hard-working individuals who thrive in a fast-paced environment, and who are looking to grow professionally.

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