



NATIONAL COUNCIL FOR  
Community and Education Partnerships

## Marketing and Conference Services Internship

The National Council for Community and Education Partnerships (NCCEP) is a national non-profit, non-partisan organization working to increase access to higher education for low-income, first generation, and minority students. Confident that education paves the way to social equity, NCCEP advances college access through advocacy, training, and research. To fulfill this mission, NCCEP establishes community-education partnerships, strengthens research-based college access programs, and develops tools and resources to provide educational opportunities for all students.

One of NCCEP's primary functions is to serve as an intermediary organization for public agencies, private and corporate foundations, and their grantees. Most significant of these efforts is the federally funded GEAR UP initiative (Gaining Early Awareness and Readiness for Undergraduate Programs) for which NCCEP serves as the national technical assistance provider, annual conference convener, and voice in Washington DC. NCCEP works to elevate and encourage replication of GEAR UP's best practices, and facilitates opportunities for GEAR UP to test program models that hold the promise of increasing student success, graduation rates, and postsecondary enrollment.

### Internship Focus

NCCEP's Marketing & Conference Services Intern will assist the Vice President of Programs with several vital conference projects. The Intern will support the 2017 Youth Leadership Summit (YLS) which provides a high-quality, national-level interactive training experience and peer-to-peer learning opportunity for 9<sup>th</sup>–12<sup>th</sup> grade high school students who are currently participating in GEAR UP programs. Among the duties will be database management, including collecting, organizing, and analyzing information, for the annual Youth Leadership Summit, as well as provide overall assistance with written communications to conference attendees and GEAR UP constituents. The intern will also work collaboratively on other tasks as assigned including: assisting with Annual Conference planning; reviewing and proofreading the Annual Conference program, and supporting the execution of NCCEP's social media plan for the Annual Conference. This internship is a non-paid work experience.

### Eligibility Criteria

NCCEP is seeking talented, currently enrolled undergraduate and graduate students who can demonstrate the following:

- Pre-existing interest in education, communications, and advocacy
- Strong written and oral communication skills
- Experience with traditional media and social media, including Twitter, Facebook, and Instagram
- Understanding of information and database management
- Ability to synthesize data collected and generate written material
- A detail oriented self-starter able to multi-task, prioritize, and meet deadlines
- Ability to transition easily from working as a team player to working independently
- Desire to grow and learn from the experience

*NCCEP, an AA/EO institution, is strongly and actively committed to increasing diversity and providing equal opportunity within its community.*