Academic Advisor Intern - Credit Only

**Description:** Under the supervision of the Manager of the College and Career Prep Program, the CCPP Intern will be responsible for supporting various projects and day-to-day duties for the College and Career Prep program. We want to support every young person in need to build a strong foundation to prepare for and complete the highest level of postsecondary education or training to achieve their career goals. Preparing for and applying to college is a demanding process for many students and underserved youth. Through our College and Career Prep Programs, we create a space and support system for students to achieve their highest level of postsecondary education by providing educational opportunities, workshops, tutoring, one-on-one college counseling, after-school workshops and activities and parent support. In addition to this, Corazón Healdsburg provides wrap-around services to support and engage the parents of students through Family Centered Coaching.

**Requirements** include being currently enrolled in a community college or university and pursuing a degree in counseling or student advisor, education or any related field. Intern must be completing the internship for academic credit. The internship must last at least 6-8 months and the intern must commit to a minimum of 15 hours/week.

**Responsibilities**
- **Support Manager of College and Career Prep Program with:**
  - College and career programs and opportunities for students
  - Help create a college-going culture environment throughout our educational programs and services
  - Interview, evaluate, and recommend candidates to participate in Corazon’s college prep programs and initiatives
  - Deliver support to 50-60 high school students through individual and group bimonthly meetings as well as ongoing communication via email and texts with students
  - Create curriculum and schedules for meetings with students
  - Provide guidance and assistance to students regarding: summer programs and college applications (essays, deadlines, etc.); career options; financial aid; school grades; school class selections; advocacy; extracurricular activities, outside resources to support college-readiness, etc.
  - Meet with families to explain and outline college-going plan for each student enrolled in college and career prep programs
  - Recruit students and families to programs
Provide additional support outside the bimonthly meetings for seniors throughout the entire college application process
Monitor students’ academic grades and help students find outside support when needed
Research colleges, scholarships, summer programs, etc. for students
Attend college fairs/conferences with students and families
Organize and facilitate community potlucks dinners per year
Support Parent and Family Education Manager to facilitate parent workshops
Help host community information sessions about college-going culture.

If interested, please contact Corazón Healdsburg’s AmeriCorps VIP Fellow Alexis Jamaica at alexis@corazonhealdsburg.org