



## Operations and Systems Intern

### PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

**PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC.** PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector. PAVE is a hyperlocal organization, focused on elevating and amplifying the voices of Black and Brown parents in the District of Columbia. PAVE's community organizing work is concentrated in Wards 1, 4, 5, 6, 7, and 8 – where the majority of public school students reside – but is committed to working towards great schools for every child in DC.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools. In just six years, PAVE's parent leaders have worked tirelessly to reimagine the education system in DC, including:

- Advocating for and achieving a historic pupil funding increase for both the public traditional and charter school sectors.
- Increased funding for Out-of-School Time (OST) programs – increasing the city's budget for OST by \$15 million.
- Representing 40% of the parent and community engagement process for the new citywide report card with both focus group and canvassing efforts.
- Leading a first-of-its-kind selection process for a new school operator serving both Ward 8 and military families, where a committee of eight parents identified the school that they wanted to see in their community.
- Increased funding for mental health supports in schools by over \$15 million.

Additionally, during the FY20 budget season, DC was one of the only states across the country to see increases in education that would have been exceptional even if there were not a pandemic. And that was in large part due to the advocacy of PAVE parent leaders.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of over 5,000 parent leaders, 11 (and growing) full-time staff, and both school and citywide partners in educational equity. The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.

Reporting to the Operations Manager, the Operations and Systems Intern play an important part of the PAVE team, responsible for helping to reimagine the D.C. education system in partnership with a representative diversity (racial, socio-economic, geographic, school sectors) of parent leaders.

## **Responsibilities**

- **Office Management**
  - Keep an up-to-date inventory of all office supplies and PAVE swag. Alert the Operations Manager when supplies are running low.
  - Keep office supplies organized and in their proper location. Assist with unpacking from events.
  - Stock office snacks and coffee. Alert the Operations Manager when supplies are running low.
  - Update and review current PAVE office policies with the Operations Manager and the PAVE team.
- **Supply Ordering**
  - Prepare Amazon and Instacart orders for the Operations Manager to review.
  - As requested, source new supplies and compile reviews for the Operations Manager to review.
  - Accept packages and put new supplies in their proper location.
  - Place gift request orders as requested by the Operations Manager.
  - Review PAVE supply history and make recommendations to the Operations Manager on changes and improvements to supply processes.
- **Data Management**
  - Enter data such as event attendances and new contacts into Salesforce as requested by the Operations and Systems team or the Policy and Advocacy team.
  - Assist the Policy and Advocacy team in updating contact lists in Salesforce.
  - Work through the backlog of old event sheets and ensure sheets are in Dropbox before disposal.
  - Working with the Systems Coordinator, identify data gaps in Salesforce and put together Salesforce data analyses of attendances, applications, and programs that you will present to the Policy and Advocacy and Communications teams.
  - Assist with keeping Google calendar updated. As requested, create events in Google calendar and invite attendees.
- **Events**
  - Assist with packing supplies for events.
  - Assist with ordering food for events including preparing the cart, sourcing food options to meet all dietary needs, and collecting catering information from vendors.
  - As the schedule allows, attend events and assist with event operations.
  - Review current event procedures and suggest improvements to the Operations Manager.

**Assist the PAVE team in other matters as identified and assigned.**

## **Qualifications**

The Operations and Systems Intern role is ideally suited for an undergraduate or graduate student looking to support a local non-profit organization in Washington D.C.

Concrete demonstrable experience and other qualifications include:

- High school diploma or GED required;
- Current enrollment in a bachelor's or master's program in education, policy, business, finance, non-profit management, or administration highly preferred;
- Excellent organizational skills;
- Resourceful, flexible individual with strong time and project management skills and an ability to work independently and collaboratively on tight deadlines;
- Experience with Microsoft Excel and Google Suite;
- Willingness to learn new systems including Salesforce;
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed;
- Willingness to work in fast-paced environments and do whatever it takes to reach outcomes
- Belief in addressing issues of equity and inequity in DC and nationally in education, and in other related policy areas (incl. housing, economic and workforce development, criminal justice, health care)

## **Compensation**

This is a **contractor position**. Compensation is \$25 per hour for a minimum of 10 hours per week and a maximum of 15 hours per week.

The Intern must provide a W-9 prior to employment and will receive a 1099 at the end of the calendar year.

## **Location**

This position requires residence in the District of Columbia. The role is mainly in-person at the PAVE offices in Shaw.

## **To Apply**

Submit your resume and cover letter to [jobs@dcpave.org](mailto:jobs@dcpave.org).