



ABOUT LION'S PRIDE

Our Mission

Lion's Pride empowers student leaders in schools. We train high-achieving high school juniors and seniors to mentor incoming freshmen, giving them a role model to help navigate unfamiliar territory and reach their full potential. Ultimately, Lion's Pride seeks to change the educational landscape in Chicago by connecting young people to mentors just like them, helping more freshmen stay on track, graduate from high school and eventually the college of their choice.

The Program

Lion's Pride is a peer-to-peer mentoring program matching top-tier upperclassmen with academically or behaviorally struggling incoming freshmen. The mentor's work moves the needle on indicators predictive of academic success, such as freshmen on-track status (as defined by the University of Chicago "[The To and Through Project](#)"), attendance, GPA, and social-emotional skills.

Lion's Pride is heading into its fourth year and will be positively impacting students at seven high schools this school year. We've been a 501(c)(3) since September 2019. Prior to our nonprofit status, we operated as a one-off program at a single campus for one year before moving to a second campus in year two, and a third campus in year three. We see our growth as a proof point of our model and an exciting opportunity for the future.

ABOUT THE ROLE

Job Summary

The administrative intern will be assigned tasks and supervised by the Lion's Pride Executive Director. Given the nature of nonprofit work, the candidate must have a passion for public service and community engagement. An ideal candidate will want to gain experience in grant writing, community outreach, and managing a nonprofit. Assignments are expected to be carried out under limited supervision within the program space or remotely, therefore only candidates with sound time management skills and internal motivation should apply.

Job Duties and Responsibilities

- Work with the Lion's Pride Executive Director on reviewing external engagement materials and marketing for the organization
- Manage social media accounts
- Assist Program Manager with timely and accurate data entry
- Assist Executive Director with donor communications, including preparation of gift acknowledgements
- Assist with planning and implementation of fundraising events
- Conduct research on potential donors, strategic partners, markets and industries and prepare reports and presentations
- Assist with mailings, filing, and special projects as needed

Skills and Qualifications

- Strong writing, research, and communication skills
- Detail oriented and ability to prioritize
- Ability to multi-task and work independently
- Database experience preferred
- Become proficient on all office systems, such as: organizational filing system, expense tracking, donor database, Dropbox, Google Docs, etc.

Requirements: Minimum 10 hours a week spent on assignments. Submittal of all work assignments within determined deadlines.

Compensation: \$1,000 stipend awarded to candidate per month

To apply, send a cover letter and resume to Jasmine Gilstrap at jgilstrap@lionprideinc.org

