

APPLY TO BE A PEERFORWARD

# Operations Specialist



## What is PeerForward?



PeerForward transforms the lives of young people from low-income communities by developing teams of high school students who use influence and community organizing to lead their peers to higher education and careers. Our high school Peer Leaders will connect 122,000 students to postsecondary success in the next four years. You can help train these Peer Leaders at our Summer Workshops.

### From Students to Peer Leader

Workshops are the cornerstone of the PeerForward program. This is where the transformation occurs from student to Peer Leader.

OUR IMPACT	OUR TRAINING
<b>80%</b> of students who attend a workshop enroll in college.	 <b>College Admissions Portfolio</b> <i>Personal Statement, College Lists &amp; Applications</i>
<b>350k</b> Students — that’s how many we’ve worked with nationwide in the past two decades!	 <b>Financial Aid</b>
<b>Double</b> the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.	 <b>Leadership Development</b>

## Position Description

An **Operations Specialist** works alongside a larger Alumni Support team to ensure Peer Leaders achieve workshop objectives. Managed by a team Captain, this Specialist would be primarily responsible for supporting the execution of all workshops logistical and operational needs while being a mentor to all Peer Leaders. From registration to supply management and daily operational support, this person is critical in ensuring the PeerForward Workshop runs smoothly for all participants.

## Position Responsibilities

### Student and Team Management/Support

- Serve on a team of up to six Operations Specialists supporting Workshop Staff
- Assist with managing the flow of the Workshop and optimizing day-to-day activities
- Support Staff in the execution of various operational and administrative tasks
- Provide and receive feedback from the Operations Specialist Team and other Staff members
- Support team by providing excellent customer service to all Workshop participants and special guests, sponsors, and PeerForward Staff
- Swift crisis response and knowledge of proper procedures
- Ensure safe supervision of Peer Leaders
- Serve as a role model for Peer Leaders

## Qualifications

### Qualifications for Position

- Alumni of the College Summit/PeerForward program, having attended a summer Workshop
- Willingness to submit to periodic COVID-19 testing during the Workshop season
- At least a (rising) sophomore in college
- Computer and internet competency (Microsoft Word and Excel)
- Ability to work effectively on a team and use sound judgment
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Comfortable working with a highly diverse group of people
- Passionate about working with youth
- A profound connection to PeerForward's mission and values
- Willing to submit to a background check
- Ability to commit to virtual and in-person Professional Development sessions in April, May, and June
- Some experience supporting campus events or other operational activities
- Ability to follow through on tasks without supervision
- Strong organizational abilities and excellent verbal/written communication skills

## Schedule & Minimum Commitment

- Ability to commit to at least one Workshop week (Monday-Sunday)
- **Participation in the PeerForward 2024 Workshop Season Professional Development cycle is mandatory**

## Reporting Structure

The Operations Specialist will report directly to the Operations Specialist Captain.

## Stipend

The Operations Specialist will receive a stipend of \$504 per Workshop week including paid travel, housing, and meals.

