



Richmond Promise Summer Associates
APPLY BY May 3rd, 2024
Term of Service: June 4th - August 3rd, 2024

Are you a college student who is passionate about being a positive leader of change in your community this summer? Are you responsible and organized?

You could be a Richmond Promise Summer Associate!

Issue Date: (INSERT DATE)

Applications Due: Friday, May 3rd 11:55pm

Application Link: <https://tinyurl.com/rpsa24>

Mission

The Richmond Promise is a community-based college success initiative to build a college graduating culture throughout the City of Richmond where every student excels from high school to higher education, attains a postsecondary degree or certification, thrives in the field of their choice, and becomes a leader of positive change in their community and the world. We create lasting pathways to student success in Richmond through a college scholarship, inclusive student-driven programming, and impactful community partnerships. There are currently over 1500 Scholars representing Richmond at over 110 colleges and universities across the country. We are currently preparing to welcome our seventh class of Richmond Promise Scholars this Spring -- who, through this project, aim to support through the critical summer months to ensure a strong and confident start to college.

Richmond Promise Summer Associates Overview

Summer Associates will have the opportunity to contribute to building a community-driven college going & graduating culture throughout the City of Richmond by working for us!

Term of Service: June 4th - August 3rd. This is a **9-week, PAID** opportunity for college students to give back to their community. We hope you will consider applying and help us spread the word to current college students who may be interested!

Scope of Work:

Richmond Promise Summer Associates will provide critical services to their community while building valuable leadership, facilitation, and project management skills through the following activities: This project area will be rooted in the power of near-peer mentorship and youth leadership, as Summer Associates will be trained to support a successful high school to college transition for new Richmond Promise scholarship recipients through a series of summer success workshops and optional one-on-one peer advising.

Normal work hours will occur Tuesday - Friday between 9am-5pm. There will be flexibility on a case by case basis if need be. Maximum of 25 hours total per week is expected.

- **Assist with planning and co-facilitation of Richmond Promise College Success Workshops/Programming:** Summer Associates will support Richmond Promise with summer event programming for recently graduated Richmond Promise scholarship recipients to support the high school to college transition. Co-plan workshops



and serve on panels for students and parents to hear about a real-life alumnus from a Richmond school attending an institution of higher education.

- Workshops will be offered virtually and in-person
- In person workshops are all day on
 - Tuesday, June 18
 - Thursday, June 20
 - Tuesday, June 25
 - Wednesday, June 26
 - Tuesday, July 9th
 - Wednesday, July 10th
- **Outreach to & Conduct optional 1-on-1 Coaching for Richmond Promise scholarship recipients to support successful transition to college:** Summer Associates will be trained by, and work under, the supervision of Richmond Promise staff to strategically and directly outreach to Richmond Promise scholarship recipients to ensure they are successfully completing transition steps for college enrollment. This will include phone calls and one-on-one intake meetings to navigate financial aid verification, enrollment, and connection to campus supports.
 - Student appointments will be offered June 26th - August 3rd
 - Weekly Basis 1-5pm (except Mondays)
- **Assist with Renewal Outreach and Renewal Review for returning Richmond Promise Scholars:** Summer Associates will be trained by and work under the supervision of Richmond Promise staff to strategically and directly outreach to Richmond Promise scholarship recipients to ensure that returning 2nd year and older students renew their scholarships. Once the renewal period concludes, summer associates will support with the peer review of renewal applications until the end of their term of services
 - Renewal Outreach will be conducted from June 11th - August 3rd
 - Renewal Review will be conducted from June 11th - August 3rd
 - Both campaigns will be run on a weekly basis Tuesday - Friday from 1-5pm

How to Apply :

- a) Fill out the online Richmond Promise Summer Associate Application at <https://tinyurl.com/rpsa24> by Friday, May 3rd 11:55pm
- b) Interviews will occur on a rolling basis:
 - a. Week of May 6th and May 13th
 - b. Available 30-minute slots Monday-Friday 9am-5pm
 - c. if notified, please respond to interview invitation ASAP

Summer Associate Qualifications & Competencies:

- Current Richmond Promise Scholarship Recipients will be given first priority
- All scholars are welcomed to apply, regardless of immigration status!
 - We can assist with getting an ITIN number for tax purposes
- Must be a current college student, at least 18 years or older
- Must have been enrolled full time (at least 12 units) in college Spring 2024
 - Unless scholar has automatic exemption at college campus (DSPS/DSP etc.)
- Must have a current cumulative GPA of 2.0 or above



- Must have full time (25 hours/week) availability during 9-week service term: June 4th - August 3rd (9am-5pm) , Tuesday - Friday
- Must have a passion for college access and educational equity
- Must have a desire to work with younger students and build a college going and graduating culture in the City of Richmond
- Must have, or desire to grow, strong leadership skills
- Must be organized and detail-oriented
- Must have strong communication skills

Timeline & Important Dates:

- **June 4th: First Day of Service**
- **June 4th - June 7th:** Summer Associate Training & Bootcamp
- **August 4: End of Service**

Compensation: Summer Associates will receive a **\$5,000 stipend** provided upon the successful completion of the 9-week term.

Questions? Contact us!

Email: dzermeno@richmondpromise.org // Call/text: (415) 289-9069