

APPLY TO JOIN THE PEERFORWARD

# Operations Cohort



## 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.		College Admissions Portfolio <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!		Financial Aid
<b>Double</b>	the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.		Leadership Development

## Position Responsibilities

- The PeerForward Operations Development program **requires** a multi-year commitment. PeerForward applicants must consider dedicating two years of service and committing to the training process leading to a PeerForward certification.
- Applicants must commit to virtual and in-person training.
- Applicants must demonstrate a willingness to lead, manage, and execute PeerForward events by overseeing all aspects of operations, ensuring efficiency and effectiveness in processes, collaborating across teams, and resolving operational challenges
- Being accountable to one's professional and personal development.
- Be punctual at all meetings to ensure effective coordination of team efforts and the success of operations.

## Qualifications

- **Resume required**
- At least a junior in college and a PeerForward/College Summit alumni
- Skilled in motivating a team from diverse backgrounds and varying levels of experience
- Strong organizational abilities and excellent verbal/written communication skills
- Comfortable working with a highly diverse group of people
- A profound connection to PeerForward's mission
- Digital literacy and comfort working with virtual collaboration tools
- Strong time management skills
- Willing to commit to a background check

## Applicant Considerations

- The service commitments begin in June; however, ongoing and in-person trainings will begin November 2024 (virtual); January (in-person); Spring (TBD) and attendance at PeerForward's annual Workshop Staff Training (in-person training which occurs in June).
- Although the bulk of facilitation will primarily begin in June, there will be ongoing in-person and virtual trainings the rest of the year. ***The trainings are mandatory for participation in the program.***
- Please note that most of the Core (high school) Workshops occur in July.
- The training schedule is subject to change, you will be notified in advance of any adjustments.

## Reporting Structure

This person will report to the Trainers of PeerForward Coaching and Operations Development Program.

**Mandatory Supplemental Application Questions:** Each applicant must submit their responses along with their application. Failure to do so will result in your application not being accepted.

**Short-Answer (Answer each of the following questions in 300 words or less).**

1. Why are you applying for this position?
2. Please give us five words that best describe you and briefly describe why you chose each word.
3. How do you determine/value/quantify success?
4. How would you articulate "accountability" to a newly formed team?

**Essay (Select only ONE of the following questions).** Give your response in essay form.

**\*750-word minimum, 1250-word maximum**

1. What is your greatest accomplishment to date? (How did it make you feel?)
2. What is an obstacle that you have overcome? (How did you overcome it?)
3. How do you envision this role intersecting with different aspects of your life (personal, professional, etc.)?