THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Social Media / Content Capture & Photography Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Social Media / Content Capture & Photography Intern**
Department	Communications / Marketing
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Social Media / Content Capture & Photography Intern will help document and tell the story of SoLa's programs, students, events, and organizational impact through video, social media, and photography.

Working alongside experienced staff, the intern will gain hands-on experience in content creation, visual storytelling, brand voice, and event coverage while building a portfolio of real work. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Content Creation & Storytelling

- Capture short-form video and behind-the-scenes content.
- Interview students, staff, or partners to gather stories.
- Write captions and support brand-consistent messaging.
- Brainstorm content ideas with the communications team.

Photography & Event Coverage

- Photograph programs, events, and student and staff portraits.
- Provide photo and video coverage at SoLa events.
- Select, organize, and perform basic editing on photos.
- Document program activities for marketing and organizational records.

Planning & Analytics

- Help develop and maintain content calendars.
- Support social media campaigns from concept to posting.

- Review analytics and engagement to inform future content.
- Collaborate with staff across departments to capture their work.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a content series or photo story that highlights SoLa students or programs.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in storytelling, photography, video, or social media.
- Comfort interviewing and working around students and community members.

Preferred

- Experience with a camera or smartphone for photo and video, and basic editing tools (such as Canva, CapCut, or Lightroom).
- A personal, campus, or class portfolio of photo, video, or social content.
- Interest in communications, journalism, film, marketing, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world content and communications work.
2. Develop skills in photography, video, social media, and visual storytelling.
3. Understand how an organization builds and protects its brand voice.
4. Learn to use analytics to evaluate and improve content.
5. Build a professional portfolio and explore communications career pathways.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*

Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Graphic Design Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Graphic Design Intern**
Department	Communications / Marketing
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Graphic Design Intern will support real creative projects for SoLa while learning how design functions within an organization.

Working alongside staff and, where possible, professional designers, the intern will gain hands-on experience creating brand-based materials for programs and events. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Design Production

- Design program flyers, event graphics, and signage.
- Create social media assets that align with SoLa's brand.
- Develop presentations and marketing collateral.
- Prepare files for print and digital use.

Creative Development

- Contribute to creative brainstorming sessions.
- Develop merchandise concepts and visual ideas.
- Apply brand guidelines, colors, and logos consistently.
- Incorporate staff feedback through revisions.

Collaboration & Project Management

- Receive and manage design requests from multiple departments.
- Track project timelines and deliverables.
- Shadow or collaborate with professional designers.
- Collaborate with staff across departments.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a branded design package, such as a campaign, event set, or merchandise concept, for a SoLa program.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in graphic design, visual communication, or branding.
- Ability to give and receive creative feedback and meet deadlines.

Preferred

- Experience with design tools such as Canva, Adobe Creative Cloud, or Figma.
- A portfolio of class, campus, or personal design work.
- Interest in design, art, marketing, communications, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply design knowledge to real-world organizational projects.
2. Develop skills in brand-based design for print and digital media.
3. Understand how design supports communication and mission.
4. Practice receiving feedback and managing multiple projects.
5. Build a portfolio and explore design career pathways.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Data Analysis Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Data Analysis Intern**
Department	Data & Impact / Programs
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Data Analysis Intern will help SoLa turn program information into clear insights that guide decisions and demonstrate impact.

Working alongside program and leadership staff, the intern will gain hands-on experience in data organization, analysis, visualization, and reporting. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Data Management

- Organize and clean program and participant data.
- Build and maintain tracking spreadsheets.
- Follow data privacy and confidentiality practices.
- Document data processes so they can be repeated.

Analysis & Visualization

- Analyze attendance, engagement, and outcome trends.
- Create charts, dashboards, and visual summaries.
- Identify patterns that can improve programs.
- Present findings clearly to non-technical audiences.

Evaluation & Reporting

- Support surveys and feedback analysis.
- Assist with impact reporting for stakeholders.
- Contribute ideas for improving how SoLa measures success.
- Collaborate with staff across departments on data needs.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete an impact snapshot or dashboard that summarizes outcomes for a SoLa program.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in data analysis, research, or program evaluation.
- Strong attention to detail and respect for confidentiality.

Preferred

- Proficiency with Excel or Google Sheets; familiarity with data visualization tools.
- Coursework or experience in statistics, data science, business analytics, or social science research.
- Interest in nonprofit management, public policy, education, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world data challenges.
2. Develop skills in data cleaning, analysis, and visualization.
3. Understand how data informs program decisions and funding.
4. Learn responsible and ethical data practices.
5. Build professional relationships and explore data and evaluation careers.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Partnerships / Grants Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Partnerships / Grants Intern**
Department	Advancements
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Partnerships / Grants Intern will support the relationships and funding that sustain SoLa's programs while learning how organizations grow their impact.

Working alongside staff, the intern will gain hands-on experience in research, grant preparation, outreach, and relationship management. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Research & Prospecting

- Research potential funders and community partners.
- Track grant deadlines, requirements, and opportunities.
- Maintain a partner and donor database.
- Summarize research for staff decision-making.

Grant Support

- Support grant writing and application preparation.
- Gather stories, data, and outcomes for proposals.
- Help organize required documents and attachments.
- Proofread and prepare materials for submission.

Outreach & Relationship Building

- Draft outreach messages and partner communications.
- Support sponsor and partner events.
- Track follow-ups and communications with partners.
- Learn how partnerships and fundraising work together.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a funder or partner research brief, or draft a section of a grant proposal, for SoLa.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in nonprofit development, fundraising, or partnerships.
- Strong research, organization, and attention to detail.

Preferred

- Experience with grant writing, persuasive writing, or research assignments.
- Familiarity with Microsoft Office or Google Workspace, or CRM tools.
- Interest in nonprofit management, business, public policy, communications, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world funding and partnership work.
2. Develop professional writing, research, and outreach skills.
3. Understand how nonprofits build funding and partnerships.
4. Learn how data and stories support proposals.
5. Build professional relationships and explore nonprofit career pathways.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Operations Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Operations Intern**
Department	Operations
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Operations Intern will learn the systems and behind-the-scenes work necessary to keep SoLa and its programs running effectively.

Working alongside staff, the intern will gain hands-on experience in logistics, organization, process improvement, and cross-department coordination. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Logistics & Program Preparation

- Support event logistics and day-of coordination.
- Prepare materials and spaces for programs.
- Assist with inventory management.
- Provide facility support as needed.

Systems & Data

- Maintain tracking systems and organize operational data.
- Create checklists and systems that make work repeatable.
- Identify and suggest process improvements.
- Keep records accurate and up to date.

Collaboration & Project Management

- Learn how departments collaborate to execute projects.
- Track project milestones and prepare progress updates.
- Participate in planning meetings.
- Collaborate with staff across departments.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a process improvement, such as a checklist, tracking system, or event logistics guide, that SoLa can keep using.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in operations, logistics, or organizational management.
- Strong organizational and time-management skills; willingness to help with hands-on tasks.

Preferred

- Familiarity with Microsoft Office or Google Workspace and spreadsheets.
- Experience with event planning, campus organizations, or volunteer projects.
- Interest in business, management, supply chain, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world operational challenges.
2. Develop project-management, planning, and problem-solving skills.
3. Understand the systems that keep programs running.
4. Gain experience improving processes and organizing information.
5. Build professional relationships and explore operations career pathways.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

Programs Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Programs Intern**
Department	Programs
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Programs Intern will work alongside SoLa program staff to understand how youth and community programming is developed and delivered.

The intern will gain hands-on experience in program planning, workshop support, participant engagement, and evaluation. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Program Delivery

- Support workshops and program sessions.
- Assist instructors and program staff.
- Help with event preparation and setup.
- Engage and encourage students during activities.

Program Development & Research

- Assist with program planning and activity development.
- Research potential program ideas and promising practices.
- Develop or contribute to new programming concepts.
- Contribute ideas for improving programs.

Feedback & Evaluation

- Collect participant feedback.
- Help evaluate programs and summarize results.
- Track attendance and participation.
- Collaborate with staff across departments.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a program concept or activity plan that is presented to SoLa staff.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in youth development, education, or community programming.
- Ability to work positively with students and staff.

Preferred

- Experience mentoring, tutoring, coaching, or youth-serving volunteer work.
- Familiarity with Microsoft Office or Google Workspace.
- Interest in education, sociology, psychology, public policy, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world youth programming.
2. Develop communication, facilitation, and leadership skills.
3. Understand how programs are designed, delivered, and evaluated.
4. Gain experience engaging youth and community participants.
5. Build professional relationships and explore education and nonprofit careers.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Special Projects Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Special Projects Intern**
Department	Special Projects / Cross-Departmental
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Special Projects Intern will support emerging SoLa initiatives that may cross multiple departments or require additional research, planning, or creative problem-solving.

The role can also be designed around an intern whose interests do not fit neatly within one existing department. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Research & Planning

- Conduct project research and gather information.
- Participate in brainstorming and planning for new initiatives.
- Build project timelines and track milestones.
- Prepare progress updates for staff.

Execution & Outreach

- Help take an idea from concept to execution.
- Conduct outreach to partners, students, or community members.
- Support events connected to the project.
- Develop presentations and materials.

Cross-Department Collaboration

- Collaborate across departments to move projects forward.
- Participate in departmental planning meetings.
- Adapt to shifting priorities and new information.
- Contribute ideas for improving organizational effectiveness.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Take an assigned initiative from concept toward launch and present results to SoLa staff.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in project management, research, or organizational leadership.
- Ability to work collaboratively and independently, and to adapt to changing priorities.

Preferred

- Familiarity with Microsoft Office or Google Workspace.
- Experience with campus organizations, volunteer projects, or event planning.
- Interest in nonprofit management, business, public policy, communications, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world organizational challenges.
2. Develop project-management, research, and problem-solving skills.
3. Understand how initiatives move from idea to execution.
4. Gain experience collaborating across departments.
5. Build professional relationships and explore potential career pathways.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

Contact Person	*Carlton Dossou*	**Title**	*Student Success Lead*
Email	*cdossou@thesolafoundation.org*	**Phone**	*(323)-593-1945*
Positions	*1*		

THE SOLA FOUNDATION / LMU SUMMER 2027 COMMUNITY INTERNSHIP PROGRAM

Student Success Intern

Internship Job Description

Host Organization	The SoLa Foundation
Internship Position	**Student Success Intern**
Department	Student Success / Programs
Internship Location	*SoLa Tech Centers (Beehive & Crenshaw) Hybrid*
Internship Duration	8 Weeks – Summer 2027
Total Hours	240 Hours (Approximately 30 Hours Per Week)
Student Compensation	Student stipend provided by Loyola Marymount University
Internship Supervisor	*Carlton Dossou, Student Success Lead, cdossou@thesolafoundation.org*

Organization Overview

The SoLa Foundation supports students and families through youth programming, mentorship, and college and career readiness, including through Sola Success Academy. Our team creates opportunities for young people to grow, contribute, and move with intention toward their next chapter. Interns gain practical experience while contributing to initiatives that address community needs.

Position Summary

The Student Success Intern will support SoLa initiatives focused on student development, mentorship, academic success, college and career readiness, and student engagement.

Working alongside student success staff, the intern will gain hands-on experience in mentorship programming, outreach, and student support. The internship is designed to provide meaningful learning opportunities while allowing the student to make a tangible contribution to the organization's mission.

Key Responsibilities

Student Support & Mentorship

- Support student events and mentorship programming.
- Help develop student resources.
- Support college and career readiness initiatives.
- Learn relationship-building and youth development strategies.

Outreach & Engagement

- Assist with student outreach.
- Support student recognition initiatives.
- Help collect student feedback.
- Promote opportunities and resources to students.

Research & Resources

- Research scholarships and opportunities for students.
- Organize resources in clear, student-friendly formats.
- Track participation and follow-ups.
- Collaborate with staff across departments.

Professional Development

- Participate in team meetings and relevant professional learning opportunities.
- Engage with professionals to learn about career pathways.
- Receive regular feedback and mentorship from an assigned supervisor.
- Complete a student resource, such as a guide, toolkit, or opportunity list, that SoLa students can use.

Qualifications

Required

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Strong written and verbal communication skills.
- Interest in education, student development, or mentorship.
- Ability to build positive, professional relationships with students and staff.

Preferred

- Experience mentoring, tutoring, or youth-serving volunteer work.
- Familiarity with Microsoft Office or Google Workspace.
- Interest in education, sociology, psychology, public policy, or related fields.

Previous professional internship experience is not required.

Learning Objectives

By the conclusion of the internship, the student will have opportunities to:

1. Apply academic knowledge to real-world student support.
2. Develop communication, mentoring, and relationship-building skills.
3. Understand how organizations support college and career readiness.
4. Gain experience developing resources for young people.
5. Build professional relationships and explore education and nonprofit careers.

Supervision & Mentorship

SoLa will designate a staff member to supervise and mentor the intern. The supervisor will provide:

- An initial orientation, clearly defined assignments, and guidance on the intern's assigned project.
- Regular check-ins and constructive feedback.
- Opportunities for professional learning and networking.
- A final evaluation of the student's performance (optional).

Program Expectations

The internship requires **240 hours over eight weeks**, averaging approximately 30 hours per week. Loyola Marymount University will provide the student stipend. SoLa will provide appropriate supervision, meaningful assignments, and a supportive professional learning environment.

Interns who work with youth will follow SoLa's youth safety practices and may be asked to complete an orientation or screening in advance. Any required work-related travel, associated expenses, or special scheduling expectations will be disclosed in advance and coordinated with LMU.

Host Organization Contact

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