



City Government Agency Internship Description – Spring 2026

Name of Organization: [ACS Office of Youth Success Services](#)

College Access Project Coordinator Intern

Mode of Internship: The internship will be on-site with the option for hybrid at the discretion of unit supervisor

Description of the internship:

As a College Access Project Coordinator Undergraduate Intern, you will support day-to-day operations within the Office of College Initiatives, which is responsible for the administration and oversight of the College Choice Program. Through the College Choice Program, eligible youth in foster care qualify for tuition, room and board assistance, and a daily stipend. This internship offers an excellent opportunity to engage with our community of college access and success programs that aim to advance education outcomes for youth in foster care.

Key Responsibilities:

- Serve as liaison to support the program such as providing technical assistance on all matters resulting in accessing College Choice Program benefits
- Review and process College Choice Program applications, ensuring application determinations are based on eligibility guidelines
- Respond to inquiries from program participants, interested youth, contracted providers and/or community members
- Attend college fairs and other community related events to support youth in exploring collegiate opportunities
- Participate and/or coordinate information sessions virtually or in-person to promote the College Choice Program
- Track attendance, address inquiries, and provide program information

Desired skills:

- Demonstrates adaptability, flexibility, ability to hold steady during change, and have a collaborative mindset
- Reliable, punctual, and demonstrates strong communication and written skills
- Excellent organization and presentation skills
- Able to use microsoft office suite