NONPROFIT, EDUCATION, & ADVOCACY

Nonprofit

A nonprofit organization is an organization that has been formed by a group of people in order "to pursue a common not-for-profit goal, that is, to pursue a stated goal without the intention of distributing excess revenue to members or leaders." A nonprofit organization is often dedicated to furthering a particular social cause or advocating for a particular point of view. In economic terms, a nonprofit organization uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus income to the organization's shareholders (or equivalents) as profit or dividends. This is known as the non-distribution constraint. The decision to adopt a nonprofit legal structure is one that will often have taxation implications, particularly where the nonprofit seeks income tax exemption or charitable status.

Education

Education is the process of facilitating learning, or the acquisition of knowledge, skills, values, beliefs, and habits. Educational methods include storytelling, discussion, teaching, training, and directed research. Education frequently takes place under the guidance of educators, but learners may also educate themselves. Education can take place in formal or informal settings and any experience that has a formative effect on the way one thinks, feels, or acts may be considered educational. The methodology of teaching is called pedagogy. Education is commonly divided formally into such stages as preschool or kindergarten, primary school, secondary school and then college, university, or apprenticeship.

Advocacy

Advocacy is an activity by an individual or group which aims to influence decisions within political, economic, and social systems and institutions. Advocacy can include many activities that a person or organization undertakes including media campaigns, public speaking, commissioning and publishing research or conducting exit poll or the filing of an amicus brief. Lobbying is a form of advocacy where a direct approach is made to legislators on an issue which plays a significant role in modern politics.

TABLE OF CONTENTS

Nonprofit.................................................................................................................................................. 3
Exploring the Industry .............................................................................................................................. 3
Finding Opportunities and Getting Involved ............................................................................................ 3
Preparing to Apply.................................................................................................................................... 4
Meeting People, Making Connections...................................................................................................... 4
Higher Education ...................................................................................................................................... 6
Exploring the Industry ................................................................................................................................ 6
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding Opportunities and Getting Involved</td>
<td>6</td>
</tr>
<tr>
<td>Preparing to Apply</td>
<td>7</td>
</tr>
<tr>
<td>Meeting People, Making Connections</td>
<td>7</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>9</td>
</tr>
<tr>
<td>Careers in Student Affairs Month</td>
<td>9</td>
</tr>
<tr>
<td>Undergraduate Involvement Opportunities in Professional Organizations</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Program Directories in Student Affairs and Higher Education Administration</td>
<td>9</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>10</td>
</tr>
<tr>
<td><strong>Private Schools (K-12)</strong></td>
<td>11</td>
</tr>
<tr>
<td>Exploring the Industry</td>
<td>11</td>
</tr>
<tr>
<td>Finding Opportunities and Getting Involved</td>
<td>11</td>
</tr>
<tr>
<td>Preparing to Apply</td>
<td>12</td>
</tr>
<tr>
<td>Meeting People, Making Connections</td>
<td>13</td>
</tr>
<tr>
<td>Exploring the Industry</td>
<td>14</td>
</tr>
<tr>
<td>Finding Opportunities and Getting Involved</td>
<td>14</td>
</tr>
<tr>
<td>Preparing to Apply</td>
<td>15</td>
</tr>
<tr>
<td>Meeting People, Making Connections</td>
<td>16</td>
</tr>
<tr>
<td><strong>Teaching Abroad</strong></td>
<td>17</td>
</tr>
<tr>
<td>Exploring the Industry</td>
<td>17</td>
</tr>
<tr>
<td>Finding Opportunities and Getting Involved</td>
<td>17</td>
</tr>
<tr>
<td>Preparing to Apply</td>
<td>18</td>
</tr>
<tr>
<td>Meeting People, Making Connections</td>
<td>18</td>
</tr>
</tbody>
</table>
EXPLORING THE INDUSTRY

Key Roles

• Executive
• Administrative
• Technology
• Fundraising / Development Officer
• Communications / Grant Writer
• Program Director
• Volunteer Manager

Key Skills

While skills can vary depending upon the functional role within a nonprofit organization, professionals share the value of helping people and solving social problems. Here are some common key skills;

• Active Listening
• Speaking
• Time Management
• Coordination
• Critical Thinking

Recommended Reading

• Vault Career Guide to Nonprofit Careers
• The NonProfit Times
• Nonprofit Quarterly
• Philanthropy News Digest
• Chronicle of Philanthropy

FINDING OPPORTUNITIES AND GETTING INVOLVED

Jobs & Internships

According to the National Center for Charitable Statistics (NCCS), more than 1.5 million nonprofit organizations are registered in the United States. Here are some good resources that specifically target employment opportunities in the nonprofit community, domestically and abroad!

• Idealist
• Work For Good
• Chronicle of Philanthropy
• Deep Sweep

Fellowships & Research
Further Education

- Petersons Guide to Graduate Programs

Campus Organizations & Volunteering

Emory has a strong culture of philanthropy on campus, in the local community, and around the world. Emory students can find a number of student organizations engaged in a wide variety of philanthropic activities, here are some popular resources for you to learn more about these opportunities!

- Volunteer Emory
- Orgsync
- United Way

Recruiting at Emory

Emory University has established recruiting relationships with a variety of non-profit organizations to host students for volunteer, internship, and full-time opportunities. Here are just a few that have been successful recruiting Emory talent!

- The Carter Center
- Teach For America
- Peace Corps
- City Year
- Habitat for Humanity
- Boys & Girls Clubs of America

For a current listing of all active internships and job postings, please check your Handshake account.

PREPARING TO APPLY

Resumes & Cover Letters

- Include link to new resume writing guide

Interview Preparation

- Interview Stream
- Practice Interviews / Mock Interview Days

MEETING PEOPLE, MAKING CONNECTIONS

Events On Campus
The Career Center hosts a variety of nonprofit organization on campus each year for information sessions in addition to scheduled recruiting events (i.e. On Campus Interviews, Career Fairs, etc.). Additionally, The Career Center collaborates on the annual “Nonprofit Networking Night” where you can engage with a variety of professionals working in this industry cluster. For details on upcoming events, be sure to check the calendar feature of your Handshake account.

Alumni Profiles & Connections

The Emory Alumni Association can play a significant role in helping you to identify alumni in your desired job function by using the following online tools:

- Emory Connects
- Linked In
- Emory Alumni Association Directory

Professional Associations

Professional Associations are another excellent way for you to identify and engage professionals working in your professional area of interest:

- National Council of Nonprofits - https://www.councilofnonprofits.org
- Nonprofit Leadership Alliance - https://www.nonprofitleadershipalliance.org
- Association of Fundraising Professionals - http://www.afpnet.org
EXPLORING THE INDUSTRY

Key Roles

The O*Net lists 244 occupations related to Education, here are just a few examples you may want to explore!

- Adult Literacy / Equivalency
- Teaching Assistants / Tutors
- Librarians / Media Specialists
- Professors / Tenured Faculty / Deans
- Instructional Coordinators / Administrators
- Student Affairs Professionals

Work Environments

Work environments for professionals working in the Education industry can be impacted by a number of variables, here are just a few to consider.

- Public vs. Private
- Geographic location
- Occupational role
- Work schedule
- Mission of institution

Key Skills

Key skills will vary depending on the functional role you pursue, however here are some skills common to many roles within the Education industry.

- Instructing
- Active Listening
- Learning Strategies
- Reading Comprehension
- Public Speaking
- Writing

Recommended Reading

Want to learn more? Here are two recommended resources to get you started!

- Vault Guide to Education
- Occupational Outlook Handbook

FINDING OPPORTUNITIES AND GETTING INVOLVED

Jobs & Internships
Here are some well know resources to help you identify Jobs & Internships in Higher Education.

- Chronicle of Higher Education
- HigherEd Jobs

You can also do a targeted search by going directly to the institutions Human Resources web pages.

**Fellowships & Research**

Doing a Fellowship and/or conducting research at the undergraduate level is great preparation for careers in Higher Education.

- National Scholarships and Fellowships
- Undergraduate Research Programs at Emory University

**Further Education**

Many roles within Higher Education will require further education, the following guide can help you locate programs of study in your areas of interest.

- Petersons Guide to Graduate Programs

**Campus Organizations & Volunteering**

There are many hobbies and activities you could explore to learn more about education and training. Try one or more of these activities:

- Coach a sports team.
- Work as a library aid.
- Teach a community education class.
- Tutor a family member or neighbor.
- Coach a local sports team.
- Volunteer at a literacy program.
- Work as a teacher or research assistant.
- Become a part of organizations such as Teammates or Big Brothers/Big Sisters.

**PREPARING TO APPLY**

**Resumes & Cover Letters**

- Resume writing guide

**Interview Preparation**

- Interview Stream
- Practice Interviews / Mock Interview Days

**MEETING PEOPLE, MAKING CONNECTIONS**
Events On Campus

The Career Center hosts a variety of events designed to connect students with professionals, these include Career Fairs, Networking Nights, Employer Information Sessions, Industry Panels, Graduate School Visits, as well as guest speakers at our Skill Development Workshops. All of these events are advertised on Handshake, we'd ask that you please RSVP to let us know that you'll be in attendance!

Alumni Profiles & Connections

The Emory Alumni Association can play a significant role in helping you to identify alumni in your desired job function by using the following online tools:

- Emory Connects
- Linked In
- Emory Alumni Association Directory

Professional Associations

Professional Associations are another excellent way for you to identify and engage professionals working in your professional area of interest:

- National Education Association - http://www.nea.org
- Educators for Excellence - https://e4e.org
- Education Commission of the States - http://www.ecs.org
- NAFSA: Association of International Educators - http://www.nafsa.org
Considering a Career in Student Affairs?

NASPA-Student Affairs Administrators in Higher Education and ACPA-College Student Educators International are two comprehensive national organizations focused on supporting higher education professionals working within campus life and student affairs divisions at colleges and universities. NASPA and ACPA can be great resources to explore if you’re interested in a career in Student Affairs and offer many opportunities for undergraduate and graduate students.

CAREERS IN STUDENT AFFAIRS MONTH

October is Careers in Student Affairs Month and we encourage you to check out some of the specific resources from ACPA and NASPA regarding Careers in Student Affairs this month.

In addition, Emory Campus Life and the Career Center are offering a panel for those interested in careers in Student Affairs:

UNDERGRADUATE INVOLVEMENT OPPORTUNITIES IN PROFESSIONAL ORGANIZATIONS
Both NASPA and ACPA have programs whereby undergraduate students can get involved, identify a mentor, and experience a more first-hand look at a career in student affairs. If you need assistance identifying a mentor for any of these programs please contact your career counselor.

**GRADUATE PROGRAM DIRECTORIES IN STUDENT AFFAIRS AND HIGHER EDUCATION ADMINISTRATION**

http://gradprograms.myacpa.org/

https://www.naspa.org/careers/graduate/graduate-program-directory

**ADDITIONAL RESOURCES**

News articles, announcements, and information about institutions of higher education.

Listing of jobs in all units of colleges and universities.

Leading news source on colleges and universities. Subscription may be necessary for some articles.

Overview of Campus Life, the Student Affairs unit at Emory University.
EXPLORING THE INDUSTRY

Key Roles

The O*Net lists 244 occupations related to Education, here are just a few examples you may want to explore!

- Teaching (Kindergarten, Elementary School, Middle School, High School, Special Education, Specialized - art, music, physical education)
- Teaching Assistants / Tutors
- Librarians / Media Specialists
- Instructional Coordinators / Administrators
- Social Work / Counselor / Psychologist

Work Environments

Work environments for professionals working in the Education industry can be impacted by a number of variables, here are just a few to consider.

- Geographic location
- Occupational role
- Work schedule
- Class size

Key Skills

Key skills will vary depending on the functional role you pursue, however here are some skills common to many roles within the Education industry.

- Instructing
- Active Listening
- Learning Strategies
- Reading Comprehension
- Public Speaking
- Writing

Recommended Reading

Want to learn more? Here are two recommended resources to get you started!

- Vault Guide to Education
- Occupational Outlook Handbook

FINDING OPPORTUNITIES AND GETTING INVOLVED

Jobs & Internships
Here are some well known resources to help you identify Jobs & Internships at Private Schools.

- National Association of Independent Schools - https://www.nais.org
- Southern Teachers Agency - http://www.southernteachers.com

You can also do a targeted search by going directly to the institutions Human Resources web pages.

Fellowships & Research

Doing a Fellowship and/or conducting research at the undergraduate level is great preparation for careers in Education.

- National Scholarships and Fellowships
- Undergraduate Research Programs at Emory University

Further Education

Many roles within Education will require further education, the following guide can help you locate programs of study in your areas of interest.

- Petersons Guide to Graduate Programs

Campus Organizations & Volunteering

Emory has some opportunities for students interested in education to gain some practical experience on campus or in the community!

- EPASS tutor
- Best Buddies
- Dream Project
- Emory Reads
- Project READ
- Project SHINE

There are many hobbies and activities you could explore to learn more about education and training. Try one or more of these activities:

- Coach a sports team.
- Work as a library aid.
- Teach a community education class.
- Tutor a family member or neighbor.
- Coach a local sports team.
- Volunteer at a literacy program.
- Work as a teacher or research assistant.
- Become a part of organizations such as Teammates or Big Brothers/Big Sisters.

PREPARING TO APPLY
Resumes & Cover Letters

Resume writing guide

Interview Preparation

- Interview Stream
- Practice Interviews / Mock Interview Days

MEETING PEOPLE, MAKING CONNECTIONS

Events On Campus

The Career Center hosts a variety of events designed to connect students with professionals, these include Career Fairs, Networking Nights, Employer Information Sessions, Industry Panels, Graduate School Visits, as well as guest speakers at our Skill Development Workshops. All of these events are advertised on Handshake, we'd ask that you please RSVP to let us know that you'll be in attendance!

Alumni Profiles & Connections

The Emory Alumni Association can play a significant role in helping you to identify alumni in your desired job function by using the following online tools:

- Emory Connects
- Linked In
- Emory Alumni Association Directory

Professional Associations

Professional Associations are another excellent way for you to identify and engage professionals working in your professional area of interest:

- National Education Association - http://www.nea.org
- Educators for Excellence - https://e4e.org
- Education Commission of the States - http://www.ecs.org
- NAFSA: Association of International Educators - http://www.nafsa.org
EXPLORING THE INDUSTRY

Key Roles

The O*Net lists 244 occupations related to Education, here are just a few examples you may want to explore!

- Teaching (Kindergarten, Elementary School, Middle School, High School, Special Education, Specialized - art, music, physical education)
- Teaching Assistants / Tutors
- Librarians / Media Specialists
- Instructional Coordinators / Administrators
- Social Work / Counselor / Psychologist

Work Environments

Work environments for professionals working in the Education industry can be impacted by a number of variables, here are just a few to consider.

- Public vs. Private
- Geographic location
- Occupational role
- Work schedule
- Class size

Key Skills

Key skills will vary depending on the functional role you pursue, however here are some skills common to many roles within the Education industry.

- Instructing
- Active Listening
- Learning Strategies
- Reading Comprehension
- Public Speaking
- Writing

Recommended Reading

Want to learn more? Here are two recommended resources to get you started!

- Vault Guide to Education
- Occupational Outlook Handbook

FINDING OPPORTUNITIES AND GETTING INVOLVED

Jobs & Internships
Here are some well known resources to help you identify Jobs & Internships at Public Schools.

- Teach Georgia
- Teach.com

You can also do a targeted search by going directly to the institutions Human Resources web pages.

**Fellowships & Research**

Doing a Fellowship and/or conducting research at the undergraduate level is great preparation for careers in Education.

- National Scholarships and Fellowships
- Undergraduate Research Programs at Emory University

**Further Education**

Many roles within Education will require further education, the following guide can help you locate programs of study in your areas of interest.

- Petersons Guide to Graduate Programs

**Campus Organizations & Volunteering**

Emory has some opportunities for students interested in education to gain some practical experience on campus or in the community!

- EPASS tutor
- Best Buddies
- Dream Project
- Emory Reads
- Project READ
- Project SHINE

There are many hobbies and activities you could explore to learn more about education and training. Try one or more of these activities:

- Coach a sports team.
- Work as a library aid.
- Teach a community education class.
- Tutor a family member or neighbor.
- Coach a local sports team.
- Volunteer at a literacy program.
- Work as a teacher or research assistant.
- Become a part of organizations such as Teammates or Big Brothers/Big Sisters.

**PREPARING TO APPLY**

**Resumes & Cover Letters**
• Resume writing guide

**Interview Preparation**

• [Interview Stream](#)
• [Practice Interviews / Mock Interview Days](#)

### MEETING PEOPLE, MAKING CONNECTIONS

**Events On Campus**

The Career Center hosts a variety of events designed to connect students with professionals, these include Career Fairs, Networking Nights, Employer Information Sessions, Industry Panels, Graduate School Visits, as well as guest speakers at our Skill Development Workshops. All of these events are advertised on [Handshake](#), we'd ask that you please RSVP to let us know that you'll be in attendance!

**Alumni Profiles & Connections**

The Emory Alumni Association can play a significant role in helping you to identify alumni in your desired job function by using the following online tools:

• [Emory Connects](#)
• [Linked In](#)
• [Emory Alumni Association Directory](#)

**Professional Associations**

Professional Associations are another excellent way for you to identify and engage professionals working in your professional area of interest:

• National Education Association - [http://www.nea.org](http://www.nea.org)
• American Educational Research Association - [http://www.aera.net](http://www.aera.net)
• Educators for Excellence - [https://e4e.org](https://e4e.org)
• Education Commission of the States - [http://www.ecs.org](http://www.ecs.org)
• NAFSA: Association of International Educators - [http://www.nafsa.org](http://www.nafsa.org)
EXPLORING THE INDUSTRY

Key Roles

The O*Net lists 244 occupations related to Education, here are just a few examples you may want to explore!

- Teaching (Kindergarten, Elementary School, Middle School, High School, Special Education, Specialized - art, music, physical education)
- Teaching Assistants / Tutors
- Librarians / Media Specialists
- Instructional Coordinators / Administrators
- Social Work / Counselor / Psychologist

Work Environments

Work environments for professionals working in the Education industry can be impacted by a number of variables, here are just a few to consider.

- Geographic location
- Occupational role
- Work schedule
- Class size

Key Skills

Key skills will vary depending on the functional role you pursue, however here are some skills common to many roles within the Education industry.

- Instructing
- Active Listening
- Learning Strategies
- Reading Comprehension
- Public Speaking
- Writing

Recommended Reading

Want to learn more? Here are two recommended resources to get you started!

- Vault Guide to Education
- Occupational Outlook Handbook

FINDING OPPORTUNITIES AND GETTING INVOLVED

Teaching Abroad
• The International Educator
• Dave’s ESL Cafe
• Transitions Abroad
• Goinglobal - Access via the resource section of your Handshake account

Fellowships & Research

• Woodrow Wilson Teaching Fellowship
• Institute of International Education
• Social Science Research Council
• IREX

PREPARING TO APPLY

Resumes & Cover Letters

• Resume writing guide

Interview Preparation

• Interview Stream
• Practice Interviews / Mock Interview Days

MEETING PEOPLE, MAKING CONNECTIONS

Events On Campus

The Career Center hosts a variety of events designed to connect students with professionals, these include Career Fairs, Networking Nights, Employer Information Sessions, Industry Panels, Graduate School Visits, as well as guest speakers at our Skill Development Workshops. All of these events are advertised on Handshake, we’d ask that you please RSVP to let us know that you’ll be in attendance!

Alumni Profiles & Connections

The Emory Alumni Association can play a significant role in helping you to identify alumni in your desired job function by using the following online tools:

• Emory Connects
• Linked In
• Emory Alumni Association Directory

Professional Associations

Professional Associations are another excellent way for you to identify and engage professionals working in your professional area of interest:

• National Education Association - http://www.nea.org
• Educators for Excellence - https://e4e.org
- Education Commission of the States - [http://www.ecs.org](http://www.ecs.org)
- NAFSA: Association of International Educators - [http://www.nafsa.org](http://www.nafsa.org)