



STUDENT INTERNSHIP OPPORTUNITY

Position: Executive Assistant, Intern

INTERNSHIP PROGRAM SUMMARY:

The Stephens Foundation (TSF) is a newly formed non-profit which strives to connect families and individuals to resources. The TSF Internship Program is designed for undergraduate and graduate level students who are interested in community service, outreach, and positive community engagement. TSF Interns will perform a variety of assignments designed to enhance their professional and technical development and will gain valuable on the job training and exposure to a small fast-paced work environment.

All interns are volunteers who can expect to receive a letter of recommendation to reward consistent, diligent and efficient work ethic.

EXECUTIVE ASSISTANT INTERNSHIP:

The Executive Assistant intern will aide the Chief Executive Officer in managing, organizing, and developing a newly formed non-profit. This internship will benefit someone who is entrepreneurship, community organizing and management, program development and management.

ESSENTIAL DUITES & RESPONSIBILITES:

- Assist with administrative tasks such as communicating with Community Stakeholders, networking with sister agencies, maintaining important records and bookkeeping.
- Assist in managing the TSF sponsored television show titled "Center & Mack"
- Maintaining relationships with the TSF business partners
- Researching grant opportunities and leading the fundraising community
- Recommending innovative ways to keep the organization competitive in the market



KNOWLEDGE AND QUALIFICATIONS:

- Currently enrolled at an accredited college or university seeking a undergraduate and/or graduate degree
- Preferred majors include: Communications, Marketing, Mass Communications, Media Relations, Public Relations, Strategic Communications or Community Relations
- Have at least a 2.75 grade point average
- Strong written and verbal communication skills

BENEFITS INCLUDE:

- Hands on experience in managing which can lead to ongoing career opportunities
- Letter of Recommendation after completing at least 6 months of services
- More than 50% of work is virtual and does not require in person communication
- Mentorship and coaching to enhance career development
- Invaluable sense of pride from giving to the community

APPLICATION: To apply for the Executive Assistant Internship, please submit a cover letter and resume demonstrating your qualifications to Joycelyn Wormley at jwormley@tsfound.org.

Application Deadline: **OCTOBER 31, 2018.**

For more information contact:

The Stephens Foundation at info@tsfound.org, or visit our website at www.tsfound.org. Phone: (916) 701-9450