



ExxonMobil Foundation Community Summer Jobs Program (CSJP) Intern Role for the Office of Advancement:

Founded in 1965 as a volunteer job bank for Hispanic veterans, SERJobs is now one of 42 affiliates across the U.S., each of which operates independently to meet the needs of their local community. A leader in workforce development throughout its 57-year history, SERJobs Houston has been named SER National's "Affiliate of the Year" twice and has been recognized both locally and nationally as an innovator in the field. SERJobs serves a range of demographics, including opportunity youth, adults, seniors, individuals with criminal backgrounds, and veterans, tailoring approaches to meet the needs of each population. Notably, approximately 42% of the individuals SERJobs serves are between the ages of 16-24 with a variety of programs and services. SERJobs works directly with employers to develop career pathways and training courses that will lead to industry-recognized credentials and increase employability in living-wage careers with opportunities for advancement.

SERJobs believes the power and purpose of work can transform lives and communities. Services are provided at no cost to participants. Since its founding, SERJobs has partnered with community partners and employers to adapt and tailor training programs to fit the community's needs. Those relationships and the understanding that people must be trained for jobs that are available now, means SERJobs is a vital part of the solution for people who have lost their jobs and for people who need help to acquire skill sets that align with open positions.

Responsibilities: The Advancement Intern plays a fundamental role within the Advancement team in the day-to-day activities of fundraising and will help to grow and expand our resources. Specific activities include but are not limited to: assisting with high-level event planning; researching funding prospects; database management; developing a library of success which includes: interviewing members, writing success stories, recording videos, taking photos, and generating newsletters; and assisting the team with other office duties as assigned.

Through this internship, our interns gain invaluable knowledge and experience related to individual, corporate, and foundation philanthropy; event planning and support; donor and prospect research; and professional writing skills. Interns also gain experience with CRM and giving software including Salesforce, One Cause, and other programs.

The Advancement Intern will report directly to the Director of Advancement but will work closely with the Chief Advancement Officer and Assistant Director of Advancement, Grants.

Qualifications:

- Rising Sophomore, Junior, and Senior college students with an interest in development and international affairs
- Previous internship and/or office experience required; Development, social media marketing, or event planning experience is preferred
- Excellent organizational skills, attention to detail, and ability to multitask and meet strict deadlines
- Strong communication skills, both written and oral; ability to work effectively within a team
- Enthusiasm, positive attitude, and professional manner
- Proficiency in Microsoft Office (specifically Word, Excel, and Outlook) and video editing software

Length of Role and Salary:

8 consecutive weeks to be completed between May 22 – August 25, 2023

35-hour work week, \$4,200

Application: <https://serjobs.org/about/careers/>

Application deadline: April 21, 2023