



ExxonMobil Foundation Community Summer Jobs Program

Aldine Education Foundation, 2520 W. W. Thorne, Aldine, TX

8 weeks (May 27 - August 23, 2024)

Supervisor: Director Linda Flores Olson, lfolson@aldineisd.org

Salary: \$4,200

Job Overview

The ExxonMobil Foundation Community Summer Jobs Intern will play a crucial role in supporting the Aldine Education Foundation's initiatives. The intern will gain comprehensive exposure to the organization's operations and contribute to various tasks, including prospect research, database management, event planning, social media coordination, newsletter writing, and website content updates.

Responsibilities

Prospect Research

Assist in identifying potential donors, partners, and supporters for the foundation's programs and initiatives.

Database Work

Contribute to maintaining and updating the organization's database, ensuring accurate and organized information.

Event Planning

Support the planning and execution of events, workshops, or seminars organized by the foundation, contributing to the success of community engagement initiatives.

Social Media Posts

Assist in managing the foundation's social media accounts by creating engaging content, posting updates, and fostering community interaction.

Newsletter Writing

Contribute to the creation of newsletters, summarizing key activities, achievements, and updates for distribution to stakeholders.

Updating Language on Website

Collaborate with the team to review and update language on the organization's website, ensuring it aligns with the foundation's mission and goals.

Preferred

Aldine ISD Student

Good writing and oral communication skills.

Ability to work collaboratively in a team environment.

Strong organizational and time-management skills.

Proficiency in Microsoft Office Suite and familiarity with database management.

Requirements

Availability for the full 8-week duration between May 27 and August 23, 2024.

Willingness to work at the Aldine Education Foundation's office located at 2520 W. W. Thorne.

Ability to work under the supervision of Director Linda Flores Olson.

No requirement for personal car usage; transportation will be provided.

Payment and Schedule

The intern will receive a weekly salary of \$525 via check.

Contact

Email resume and cover letter to AEF@AldineISD.org. We encourage applications from candidates who reflect the diversity of our community. Aldine Education Foundation is an equal opportunity employer.