



## **ExxonMobil Foundation Community Summer Jobs Program**

### **Candlelighters Childhood Cancer Family Alliance Inc. JOB DESCRIPTION**

- POSITION:** Family Program Intern
- REPORTS TO:** Associate Director & Director of Programs
- SALARY:** \$15 per hour / \$4,200 Total Summer Program Salary
- PRIMARY RESPONSIBILITIES:** The Family Program Intern responsibilities include but are not limited to:
- (1) the organization and preparation of various family programs, services, and events
  - (2) the marketing and public relations of Candlelighters family programs
  - (3) the general coordination of the use of volunteers

**CANDLELIGHTERS OVERVIEW:** Candlelighters Childhood Cancer Family Alliance – founded by families of children with cancer FOR families of children with cancer; to be a light in the darkness. We are there each and every day providing emotional, educational, and practical support to families of children with cancer. Our entire staff works together to fulfill our mission and provide programs and services, free of charge, to families of children with cancer to alleviate daily burdens they are faced with on top of the hurdle they are facing with childhood cancer.

#### **SKILLS NEEDED:**

- A very strong ability to work with a diverse group of constituents.
- Excellent writing and creative skills.
- Excellent verbal and public speaking skills.
- Excellent organizational skills with the ability to deal with multiple tasks and events simultaneously.
- Ability to work well on your own and to take initiative and ownership of tasks and events.
- Excellent hands-on computer knowledge, including:
  - Microsoft: Word, Excel, Outlook
  - Social Media: Facebook and Instagram
  - Database Software: Salesforce a plus
  - General Graphic Design: Adobe and Canva a plus
  - General Website: Wordpress a plus

**EDUCATION & QUALIFICATIONS:** Must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall. Must provide proof of enrollment. Family members of the Candlelighters board and/or staff are not eligible to apply.



**WORKING CONDITIONS:** Candlelighters office in Stafford.

Monday - Thursday 9AM – 3PM in office. Some evenings/weekends as needed for events outside of office. 8 week summer internship

**SPECIAL INTERESTS:**

- Interest in non-profit and community service.
- Interest in pediatric oncology or children's/family health a plus.
- Candlelighters provides programs and services free of charge to families who have/had a child treated for cancer in the Texas Medical Center. The Family Program Intern must be comfortable around medically ill children who have differing abilities and quality of life.

**PROGRAMS, SERVICES, and EVENTS:** Work directly with the Director of Programs, Parent Consultants and office staff to assist with coordinating, planning, and executing family programs, services, and events including:

- Adopt-A-Family
- Candlelighters newsletter (2 per year)
- Candlelighters Cares
- Family Camp (Camp CLIFF)
- Family Fall Festival
- Summer Surprises
- Practical Services (hospital parking, grocery & gas gift cards, meal cards, and Thanksgiving Blessings)
- Bereavement Support
- Assist with all other Candlelighters Family Programs, Services, and Events
  - Coordinating includes but not limited to: timeline management, budget management, sponsorship requests and relationship building, logistics, promotional materials (print, digital, email and social media), volunteer management, donor solicitation and thank you management

**DEVELOPMENT:** Work directly with the Associate Director and office staff to learn an overview of non-profit development and how to fund family programs, services, and events.

- Work with community partners on Third Party events, including but not limited to: Kendra Scott, Houston Astros, Houston Texans, PR companies, local restaurants and more.
- Grant Writing: work directly with Director of Grants to
  - Identify community grants interested in funding Candlelighters Family Programs
  - Prepare annual program and service, and funding reports for grant proposals
- Auction & raffle procurement and management
- Fun Walk Preparations & IT Data Entry

**VOLUNTEERS:** Assist in securing volunteers for all Family Program Events as well as office tasks.

**COMMUNICATIONS:** Social Media management & content creation. Press Releases.

Contact our office [kelseyt@candle.org](mailto:kelseyt@candle.org) or call (713) 270-4700 for more information.