



Communities
In Schools®

Houston

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ExxonMobil Foundation 2024 Community Summer Jobs Program

Agency Description: Communities In Schools of Houston (CIS) was established in 1979 to ensure that all students have access to the resources and opportunities they need to be successful in school. While our capacity has grown over four decades, our mission has stayed the same: to surround students with a community of support, empowering them to stay in school and achieve in life. Currently serving on 163 campuses across Greater Houston, CIS seeks to achieve our mission by providing a network of on-campus integrated student support services, including supportive guidance and counseling, academic support, health and human services, college and career readiness, parent and family engagement, and cultural enrichment.

Job Title: 2024 CIS Summer Nonprofit Management Intern

Position Summary: CIS seeks a college student intern to provide program support and assist with the operations of the CIS Partnerships Program.

Stipend: \$4200.00

Contact Person: Keiara Jones, CIS Director of Strategic Partnerships Department

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Requirements: Candidates must be 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 of 2024. Candidate will be expected to have the following knowledge, skills, and abilities: excellent organization and time management skills; strong communication skills (written and oral); ability to maintain a positive attitude and work with a team; ability to maintain a professional appearance; ability to work with diverse populations; medium to high proficiency with Microsoft Office Suite and Adobe Acrobat.

Job Responsibilities and Learning Opportunities

The ExxonMobil Community Summer Jobs Program intern will serve as a vital team member for the CIS Partnerships Department and will be expected to perform the related tasks as listed below:

Program Support

- Collaborate with CIS Partnership leaders, supporters and stakeholders;
- Assist with coordination of program seminars, and enrichment opportunities;
- Collect program data, record in database, and contribute to reporting;
- Maintain open communication with stakeholders (CIS partners and staff);
- Submit regular program status reports to CIS supervisor and partner agency representatives;
- Participate in partner events;
- Participate in meetings, contributing ideas and insights to help shape CIS goals and objectives; and
- Document success stories to use by CIS marketing and development departments.

Learning Opportunities

- Intern will gain firsthand experience in collaborative program planning and execution;
- Intern will have an opportunity to engage with CIS program staff to learn how CIS functions on a school campus;
- Intern will expand their knowledge of goal-setting and strategic planning;
- Intern will experience collaboration within the nonprofit community by attending agency-wide and department meetings;
- Intern will learn or increase their knowledge of working with different populations, different work-styles, and different personalities within the work place.