



ExxonMobil Foundation Community Summer Jobs Program Events & Outreach Intern Job Description

EFTA Overview

Education for Tomorrow Alliance is a nonprofit organization dedicated to connecting the business and education communities in Montgomery County, Texas. EFTA fulfills this mission through career, leadership, and STEM programming designed to give local students hands-on learning opportunities. The vision of EFTA is to equip students with the knowledge and skills to be career and college ready.

Mission: The mission of Education for Tomorrow Alliance is to cultivate education and community partnerships that advance student success. Learn more at www.efta-us.org.

Events & Outreach Intern

Internship Overview

Education for Tomorrow Alliance is seeking a creative, dynamic individual interested in gaining experience and insights to support fundraising and programming activities during Summer 2024. The intern will have an opportunity to work on a variety of projects for both program and fundraising events, and will have an impact on the organization's outreach efforts. The intern will also help strategize and implement ways to convey EFTA success stories to the community. Some projects can be tailored based on the intern's interests. This position reports to the Program Director, but will collaborate with both full-time employees as a member of the team. Required work dates include the CSJP opening, the closing, and a service day in June.

Responsibilities

Events Management

- Aid in the coordination of event logistics, vendor management, and volunteer coordination, etc. Follow and adapt event timelines.
- Work with the team to create promotional materials for events.

- Assist with planning and outreach for the annual trivia night fundraiser, the Student Internship Program luncheon, and the youth leadership programming.
- Help research corporate sponsorships and solicit in-kind silent auction donations for trivia night. Ensure all donations are recorded and follow up completed.
- Create event planning best practices timeline to assist with planning and evaluation in future years; offer feedback on improving processes.

Program Implementation

- Oversee elements of summer Youth Leadership Academy including coordinating volunteers, facilitating group activities, and assisting with outcome measurement.
- Create a slideshow or video that could be used to convey the impact of EfTA programming (time and interest dependent).
- Help collect success stories from program alumni and volunteers.
- Participate in networking activities as a representative of EfTA.

Work Period

The intern will work full-time hours (35 hours per week with up to an hour for lunch) Monday through Friday with an 8:30 am or 9:00 am start time, as agreed upon at the beginning of the internship. The start date is flexible so long as the eight-week internship can be completed by August 23, 2024. The \$4,200 salary will be divided into an hourly rate based on eight weeks, and paid via payroll every other Friday.

Student Qualifications & Requirements

The ideal candidate should be a current full-time college student ready to learn and to be a part of a hard-working team. Key qualifications include:

- Excellent interpersonal, oral, and written communication skills
- Interest in events and youth programming
- Computer proficiency in Microsoft Office and Google applications; knowledge of database software and customer service experience a plus
- Detail-oriented with the ability to work independently and problem-solve
- Strong time management and follow through skills
- Availability to attend required CSJP events in June and July

Application Process

Interested candidates should send a resume and cover letter to office@efta-us.org. Please include ExxonMobil Foundation CSJP in the email subject line. Resumes without cover letters will not be considered.

This internship is an excellent opportunity to gain insight into the nonprofit sector and develop knowledge and skills that are highly valued in the current career marketplace. The intern's work will have a tremendous impact on our ability to support students, volunteers, and donors. Thank you for your consideration!

Organizational Information

Location:

3200 College Park Drive (on the Lone Star College – Montgomery campus)
Conroe, Texas 77384

Website: www.efta-us.org