



MISSION

Education for Tomorrow Alliance is a nonprofit dedicated to cultivating education and community partnerships that advance student success. With innovative programs focused on career, leadership and STEM education, EFTA is the portal through which business leaders can access and strengthen local education.

This internship is made possible through the generous support of the ExxonMobil Foundation.

EVENTS & OUTREACH INTERN NOW HIRING FOR SUMMER 2023

INTERNSHIP OVERVIEW

Education for Tomorrow Alliance (EFTA) is seeking a creative, dynamic individual interested in gaining experience and insights to support fundraising and program activities during Summer 2023 as part of the ExxonMobil Foundation Community Summer Jobs Program (CSJP). The intern will have an opportunity to work on a variety of projects for both program and fundraising events, and 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.

QUALIFICATIONS

The ideal candidate should be a current full-time college freshman, sophomore, or junior (must be returning to school full-time in Fall 2023) ready to learn and be 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 Office and Google applications; 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 CSJP program events in June and July

RESPONSIBILITIES

- Events Management - Aid in the coordination of event logistics, vendor management, and volunteer coordination, etc. Follow and adapt event timelines.
- Program Implementation - Oversee elements of new youth leadership programming.

The Events & Outreach Intern position is full-time for eight weeks and includes a salary of \$4,200. Additional position details are available at www.efta-us.org.

APPLICATION PROCESS

Interested candidates should send a resume and cover letter to office@efta-us.org by April 14. Please include ExxonMobil Foundation CSJP in the email subject line. Resumes without cover letters will not be considered.