

PAID NONPROFIT SUMMER INTERNSHIP



SUMMER INTERNSHIP COORDINATOR

The H.E.A.R.T. Program is seeking a Summer Internship Coordinator! This 8-week (June-July 2020), 35-hour-per-week internship is paid at the rate of \$10 per hour up to a total of \$2,750 for the summer - sponsored by ExxonMobil Community Summer Jobs Program (CSJP).

The coordinator will assist with teaching the curriculum, provide administrative support, and work on hands-on training activities with H.E.A.R.T. summer participants who are individuals with intellectual/developmental disabilities (I/DD). The coordinator will also create a step-by-step activity procedure binder for training areas. This internship takes place primarily at H.E.A.R.T.'s summer program located in Houston Food Bank, with some travel to the main office and off-site concessions locations.

Mandatory qualifications:

- Must be a returning full-time as a sophomore, junior or senior undergraduate student in the fall of 2020;
- Must not be related to any staff or board member at The H.E.A.R.T. Program, ExxonMobil, or Sunwest Communications; and
- Must be available to work on: July 4 and weeks of June 1, June 22, and July 27.

Summer Internship Coordinator will:

- Review and understand the learning objectives and terms of each training topic in the curriculum; and administer pre- and post-tests to the interns to demonstrate their progress;
- Assist TCDD Youth Advocacy activities in the classroom;
- Assist instructor with curriculum modifications, where appropriate, to meet diverse interns' needs;
- Collect feedback and update the curriculum file with given changes;
- Provide administrative support and maintain accurate records of intern's progress and time logs;
- Learn and understand the steps of each hands-on training activity in a training area;
- Supervise and lead a group of interns in an assigned hands-on training area by modeling for them the proper work skills and practices;
- Research and create a step-by-step activity procedure binder for each of the assigned hands-on training areas;
- Develop an action plan designed to implement a sustainable work plan. The action plan must consider resources needed, stakeholders to be involved, a budget and timeline. The action plan will be reviewed by the Director of Programs and approved by the Executive Director.
- Complete an after-action review of the timeline plan during the last week of the internship. Write thank-you notes to individuals or organizations who supported you during your internship.



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www.heartprogram.org

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 h.e.a.r.t.program

About Us

The H.E.A.R.T. Program is a 501(c)3 nonprofit organization that provides innovative education, training and employment to individuals with intellectual and developmental disabilities.

To see the complete job description, please go to www.heartprogram.org/exxonmobilcsjp
Please send resumes to ychang@heartprogram.org