



<b>Job Title:</b> ExxonMobil Foundation Community Summer Jobs Program Intern	<b>FLSA Classification:</b> Non-Exempt
<b>Status:</b> Temporary/Seasonal (May 27, 2024-August 23, 2024)	<b>Reports To:</b> Special Events Manager
<b>Office Status &amp; Hours:</b> 100% in office. Min of 35 hours per week.	<b>Department:</b> Development & Communications
<b>Salary:</b> \$15/hour	

**SUMMARY:**

Kids’ Meals is the nation’s only free meal delivery program focused on ending childhood hunger, making and delivering more than 2.1 million free meals each year to poverty-stricken children in 56 Houston-area zip codes. We are seeking a seasonal intern to support projects within our Development and Communications team members. The Development and Communications Intern will play an essential role in our fundraising by assisting with special projects for Kid’s Meals donor database, social media, and special events.

**Exciting Opportunities:**

- An organization that prioritizes your physical, mental, and emotional health along with work/life balance.
- An organization that is experiencing explosive growth.
- Kids’ Meals has purchased land with plans to build 50,000+ square feet. facility in the coming years.
- Help reach the goal of feeding 26,000 children per day by 2031.
- Say “I was there” when Houston became the first city in the United States to end childhood hunger.

**This internship would be perfect for:**

- A Marketing student with an interest in non-profit and social services.
- A Communications student with an interest in non-profit and social services.
- A Social Work student with an interest in digital marketing or communications.
- An Events or Hospitality student interested in communications, non-profit, and/or social services.

**You will learn:**

- About Houston's food insecurity problems and solutions.
- How to develop a social media strategy and create content.
- How to find and communicate about community resources.
- How to communicate with often-overlooked communities in a compassionate and tactful way.
- How to plan a 1,400-person fundraising event, expected to raise \$1,000,000.

**ESSENTIAL FUNCTIONS:*****Communications - (14 hours)***

- Assist with Kids' Meals social media strategy and content with the goal of building a sense of community by frequently posting about our mission, resources, events, and relevant organizational updates.
- Build a sense of community and increase engagement within the Kids' Meals Family Facebook Page.
- Create a content calendar for the Kids' Meals Family Facebook Page that will last throughout the rest of 2024.
- Create timely content that will be posted during the internship.
- Create evergreen content that KM Staff will post after the internship has concluded.

***Special events - (21 hours)***

- Solicit auction and raffle items under the supervision of the Special Events Manager.
- Assist with picking up in-kind donations for Kids' Meals signature events.
- Participate in monthly luncheon working committee meetings.
- Maintain accurate record keeping of current and requested auction and raffle items.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**COMPETENCIES:**

- Strong team orientation with excellent interpersonal skills.
- Ability to manage several projects simultaneously through self-motivation, high energy, flexibility, and excellent organizational skills.
- Ability to think creatively against demanding deadlines with acute attention to detail.
- Superior multitasking skills; quick turnaround without sacrificing quality.
- Willingness to accept constructive feedback.
- because people come first.

**REQUIRED EDUCATION AND EXPERIENCE:**

*The ideal candidate for this position will possess the following:*

- Currently enrolled as an undergraduate student pursuing a degree in Marketing who will return to college full-time as a Sophomore, Junior, or Senior in the fall of 2024.
- Active interest in pursuing work in social services and/or non-profit organizations.
- Proficient in Microsoft Office Suite.
- Experience in social media or event planning a plus.
- Valid Texas Drivers' License.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work is performed in a typical office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 5 pounds, and on occasion lift and/or move up to 25 pounds. Specific vision abilities required by this job include close computer vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

Kids' Meals is proud to be an Equal Opportunity and Affirmative Action employer and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected factor under federal, state, or local law.

**TO APPLY:**

Use this link to apply [Careers - Kids Meals Inc.](#) You may also send resumes to [hr@kidsmealsinc.org](mailto:hr@kidsmealsinc.org).