

Summer Programs Coordinator Intern

This internship is made possible by a Grant from ExxonMobil Foundation

The Periwinkle Foundation's **Summer Programs Coordinator** will recruit, schedule, train and recognize over 150 volunteers and donors for Camp Periwinkle's Special Summer Programs.



Duties

- **Volunteer Coordinating** Recruit volunteers for each of the Special Programs.
- **Community and Donor Coordination** Solicit donors for Adopt A Cabin and create stewardship plan to acknowledge donors.
- **Program Management** Develop and implement new ideas for Visitors Day and the Camper Return Party, and serve as the lead coordinator for the events.
- **Recruitment and Community Engagement** Create email and print invitations to send to volunteers, donors and community partners.
- **Graphic Design and Marketing** Work with the organization's Graphic Designer and Development Coordinator to create invitations and collateral material for Visitors Day and the Camper Return Party.

Qualifications

- Must be currently enrolled as a full-time undergraduate student who has completed at least one year of college and has not graduated.
- Must be organized, self-motivated, compassionate and professional. Excellent communication skills are required.
- An interest in children and family services is highly desired.
- Computer and internet skills will be required.
- Ability to interact in a professional environment with staff, volunteers and patient families.
- Relatives of EXXONMOBIL, The Periwinkle Foundation and Sunwest Communications employees or Board Members are ineligible to be hired.

General Information

- **Internship Dates:** June 8, 2020 through July 31, 2020
- **Schedule:** Monday — Friday, 9:00 am to 4:00 pm
- **Compensation:** \$2,750 (Before taxes)

Apply

Submit cover letter and resume to:

Erin Locke, Community Programs Director
elocke@periwinklefoundation.org

Deadline for application — April 1, 2020

The Periwinkle Foundation

develops and provides programs that positively change the lives of children, young adults and families who are challenged by cancer and other life-threatening illnesses and are cared for at Texas Children's Hospital.

3400 Bissonnet Street

Suite 185

Houston, Texas 77005

713.807.0191

PeriwinkleFoundation.org