



ExxonMobil Foundation Community Summer Jobs Program (CSJP) Intern Role for the Office of Administration:

Founded in 1965 as a volunteer job bank for Hispanic veterans, SERJobs is now one of 42 affiliates across the U.S., each of which operates independently to meet the needs of their local community. A leader in workforce development throughout its 57-year history, SERJobs Houston has been named SER National's "Affiliate of the Year" twice and has been recognized both locally and nationally as an innovator in the field. SERJobs serves a range of demographics, including opportunity youth, adults, seniors, individuals with criminal backgrounds, and veterans, tailoring approaches to meet the needs of each population. Notably, approximately 42% of the individuals SERJobs serves are between the ages of 16-24 with a variety of programs and services. SERJobs works directly with employers to develop career pathways and training courses that will lead to industry-recognized credentials and increase employability in living-wage careers with opportunities for advancement.

SERJobs believes the power and purpose of work can transform lives and communities. Services are provided at no cost to participants. Since its founding, SERJobs has partnered with community partners and employers to adapt and tailor training programs to fit the community's needs. Those relationships and the understanding that people must be trained for jobs that are available now, means SERJobs is a vital part of the solution for people who have lost their jobs and for people who need help to acquire skill sets that align with open positions.

Responsibilities: The Administrative Intern plays a fundamental role within the Administrative team in the day-to-day activities of the organization and will help to grow and expand our resources. Specific activities include but are not limited to: assisting with Legacy of Hope Campaign; researching funding prospects; database management; social media management; board management; program management; writing and design of communications materials for donor-related outreach; organizational and planning assistance with meetings; and assisting the team with other office duties as assigned.

Through this internship, our interns gain invaluable knowledge and experience related to board and program management, individual, corporate, and foundation philanthropy; event planning and prospect research; and professional writing skills. Interns also gain experience with CRM and giving software including Salesforce, and other programs.

The Administrative Intern will report directly to the External Initiatives Director but will work closely with the Chief Advancement Officer, CEO, and Advancement staff.

Qualifications:

- Undergraduate Sophomore, Junior, and Senior students with an interest in non-profit and external affairs
- Previous internship and/or office experience required; administrative, development, research, marketing, or event planning experience is preferred
- Excellent organizational skills, attention to detail, and ability to multitask and meet strict deadlines
- Strong social media content skills (creating, posting, and managing social media campaigns)
- Strong communication skills, both written and oral; ability to work effectively within a team
- Enthusiasm, positive attitude, and professional manner

Length of Role and Salary:

8 consecutive weeks to be completed between May 27– August 23, 2024

35-hour work week

\$4,200

Application: <https://serjobs.org/about/careers/>

Application deadline: April 19, 2024