



Exposure + Access = Opportunity!

SGSF Position, Roles & Responsibilities

Job Title:	Corporate Engagement Specialist Intern
Classification of Position:	Non-exempt
Employer:	SUPERGirls SHINE Foundation (SGSF)
Company Overview:	SUPERGirls SHINE Foundation (SGSF) is a non-profit organization dedicated to empowering girls and women in underserved communities by providing early exposure and opportunities in Science, Technology, Engineering, and Mathematics (STEM) fields. Founded in 2016, SGSF has been at the forefront of addressing the gender gap of women in STEM professions by fostering a diverse pipeline of talent through innovative programs and initiatives.

Job Description

An SGSF Corporate Engagement Specialist strategically plans and implements fundraising initiatives. Responsibilities include promoting our efforts through social media, cultivating and maintaining email relationships with corporate and individual donors, and supporting campaigns that align with SGSF's mission. The role may encompass additional duties aimed at advancing SGSF's mission and IMPACT within the community.

Position Overview

- **Researching Companies:** Conduct in-depth research on potential corporate partners to identify alignment with SGSF's mission and values. This includes analyzing their corporate social responsibility initiatives, philanthropic activities, and employee engagement programs.
- **Identifying company's key initiatives** that align with SGSF's mission and goals.
- **Scheduling and Tracking:** Manage the scheduling and tracking of engagement activities with corporate partners. This includes coordinating meetings, calls, and events, and maintaining an organized calendar to ensure timely follow-ups and deliverables.
- **Touch Points and Participant Engagement:** Develop and implement engagement strategies to cultivate strong relationships with corporate partners. This involves regular communication and touch points to keep partners informed about SGSF's programs, events, and IMPACT. Act as a point of contact for partners, addressing their inquiries and providing necessary support.
- **Collaboration with Other Departments:** Collaborate with various departments within SGSF, including Programs, Marketing, and Accounting, to ensure alignment and integration of corporate engagement efforts. Work closely with the team to develop customized partnership proposals and materials.
- **Reporting and Evaluation:** Track and report on the progress of corporate engagement initiatives, including key metrics, outcomes, and IMPACT. Conduct regular evaluations to assess the effectiveness of engagement strategies and identify areas for improvement.

Preferred Skills: Oral Communication · Presentation Skills · Internal Communications · Microsoft Excel · Microsoft Outlook · Microsoft Word · Microsoft PowerPoint · SharePoint · Microsoft Office · Communication · Content Management · Written Communication · Creativity Skills · Brand Awareness · Social Media Communications · Canva · Networking · Project Management · Easily Adaptable

Qualifications and Role Responsibilities:

- Must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2024.
- Strong research and analytical skills, with the ability to identify and evaluate potential corporate partners.
- Exceptional communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Collaborative mindset, with the ability to work effectively within a team and across departments.
- Proficient with Microsoft Teams application including Office products (Word, Excel, Teams, Outlook & SharePoint).
- Organization, attention to detail, productivity, dependability and seeks to meet deadlines, consistently.
- Positive and willing attitude.
- Must be HIGHLY detail oriented.
- Ability to multitask effectively and efficiently.
- Must be a team-player.
- Possess, maintains, and demonstrates professional appearance, communication and respect for executive leaders, teammates and SGSF stakeholders and prospective partners.
- Must be able to and have the confidence to ask for help, resources, or support to meet deadlines that are team driven and are dependent on others to meet their deadlines too.
- Must have a good attitude that's inclusive in working with and supervising diverse and rising professional talent.
- Must have or have access to reliable transportation.
- Must maintain reliable/have access to high-speed internet.
- Knowledge and ability to work projects through project management systems is a plus.

Division:	Corporate Engagement
Supervisor Name:	Corporate Engagement Specialist
Working Days:	35 hours/ week may include some occasional evening and weekend program events/activities (Calendared in advance)
Work Location:	Hybrid
Benefits:	N/A
Hourly:	\$15 per hour for 8 weeks
PERKS:	Quarterly & Annual Professional Development Opportunities. Paid Travel Opportunities through sponsored projects. Be part of a mission-driven organization that's preparing underserved diverse talent to close gaps in future STEM workforce.

Please Click [HERE](#) to Apply, sharing your resume, cover letter and summary of skills.