



## BACK-TO-SCHOOL DRIVE INTERN

APPLICATION DEADLINE: APRIL 17, 2017

Sponsored by ExxonMobil Community Summer Jobs  
Program

The CPD Back-to-School Intern, made possible by ExxonMobil Community Summer Jobs Program, will manage a community-wide school supply drive to provide more than 3,000 children in the care of Child Protective Services with brand new school supplies and uniforms so they can begin the school year with dignity and self-esteem. **This is a paid internship!**

### MISSION:

Community Partners of Dallas is a non-profit organization dedicated to ensuring safety and restoring dignity and hope to abused and neglected children by providing resources and support to the caseworkers of Dallas County Child Protective Services.

### To apply, e-mail a cover letter and resume to:

Monica Luna  
Program Coordinator  
[monica@cpdtx.org](mailto:monica@cpdtx.org)  
no phone calls!

### Address:

7950 Elmbrook Dr. Dallas, TX 75247  
214-624-7557

### DUTIES:

Develop and distribute press releases and media alerts

Manage media contracts

Solicit donations

Work with corporate donors, volunteers and board members to coordinate collection and distribution of supplies

Budgeting

Inventory

The intern is responsible for every aspect of this drive – from beginning to end!

### QUALIFICATIONS:

Strong organizational skills  
Excellent written and oral communication skills  
Attention to detail  
Outstanding interpersonal skills  
Full time (at least 12 hrs.) undergrad student returning to school in the fall