



## BACK-TO-SCHOOL DRIVE INTERNSHIP

**APPLICATION DEADLINE: APRIL 17, 2020**

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 age appropriate school supplies and uniforms so they can begin the school year with dignity and self-esteem.

This is a paid internship!

### Intern Responsibilities:

Develop and distribute communication about the drive

Maintain corporate relations, volunteer relations and board members relations

Coordinate collection and distribution of supplies

Budgeting

Inventory and Purchasing Management

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

#### MISSION:

Community Partners of Dallas provides what abused children urgently need today to thrive tomorrow

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

Alyssa Lockley

Program Coordinator

[alyssa@cpdtx.org](mailto:alyssa@cpdtx.org)

#### Address:

7950 Elmbrook Dr. Dallas, TX 75247

214-624-7557

#### 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

