

ExxonMobil Community Summer Jobs Program Internship

Apply by Monday, April 15, 2019

Position: Communications Coordinator for the Dallas Services Center for Vision Health

This is an 8-week, paid 2019 summer internship with a stipend of \$2,750. Hours are Monday-Friday, 9:00 AM – 4:30 PM at our vision clinic located near I-75 and Walnut Hill Lane in Dallas.

You are an Ideal Candidate if you:

- Are a returning college student (must be a Sophomore, Junior or Senior in the Fall of 2019; enrolled in a minimum of 12 credit hours per semester)
- Have a strong interest in learning nonprofit management
- Have excellent oral and written communication skills
- Can work independently and as a team member
- Have initiative, curiosity and creativity
- Possess experience in graphic design and/or marketing

Job Responsibilities:

- Creation of Vision Resource Guides for Adults, Seniors and Children in North Texas
- Production of an Organizational Impact Report
- Assist with production of Dallas Services Center for Vision Health marketing materials
- Assist with social media and marketing strategies

Application Process:

Email your cover letter and resume to Patricia Melton, Director of Development, at pmelton@dallaservices.org

Resumes should detail your employment history as well as extracurricular organizational/community service activities and your interest in the communications field.

Our nonprofit organization began in 1949 as the Dallas School for Blind Children, which evolved into the Dallas Day School, an inclusive early childhood education center. The initial support services for families with blind children has evolved into the Dallas Services Center for Vision Health, which serves approximately 2,400 low-income and indigent adults and children annually.