



Community Philanthropy Internship

ABOUT THE COMMUNITY FOUNDATION OF WEST TEXAS

Established in 1981, the Community Foundation of West Texas is one of more than 700 community foundations in the United States today. Individuals, families and local businesses partner with the Community Foundation to establish permanent charitable endowments that address a wide range of community needs in the areas of basic needs and self-sufficiency, education and youth, civic, social and economic development and the arts. Income from the 250+ charitable endowments that have been established by our donors allows us to invest in the long term and bring people and organizations together, convening diverse voices to address local issues and opportunities.

COMMUNITY FOUNDATION INTERN OPPORTUNITIES

The Community Foundation of West Texas offers paid internships for current undergraduate and graduate students during spring, summer and fall semesters. Our interns provide a vital element to our staff, assisting in many functional aspects of our organization including grantmaking, donor services, communications, marketing, information technology, research and a variety of special projects. Our internship program offers a unique opportunity for growth, learning and meaningful service to Lubbock and the surrounding South Plains region.

COMMUNITY PHILANTHROPY INTERNSHIP LEARNING OBJECTIVES:

The Community Philanthropy Intern is a valuable part of a small team and can expect to work on a wide range of assignments. The internship may include but is not limited to the following:

- Planning and implementing Funding Information Library events and activities and providing general assistance to Library visitors;
- Supporting efforts to measure the impact of Foundation initiatives and grants and improve program related data management, analysis, and storytelling efforts;
- Providing grantmaking and scholarship administrative support;
- Assisting with maintenance of Community Foundation databases; and
- General office support as needed.

QUALIFICATIONS:

The ideal candidate will have the following qualifications:

- Enrolled in or have graduated from a four-year degree, community college, or Master's degree program in a field related to nonprofit administration, community development, communications, marketing or business is preferred.
- Excellent computer skills in Microsoft Office
- Strong written and verbal communication skills
- Innovative and strategic thinking skills
- Ability to work independently while demonstrating excellent teamwork
- Comfort working in a small non-profit environment
- Ability to initiate, manage and complete multiple tasks on time.

COMPENSATION, HOURS AND TRAVEL:

On average, interns work 10 - 15 hours per week (up to 150 hours per semester). The Foundation understands the need to schedule work around class times and projects. Hours and schedule must be approved in advance by the internship supervisor.

Students are strongly encouraged to enroll for internship credit through their educational institution by contacting their academic advisor. Typically, 150 hours fulfills the three credit hours required to receive credit for each internship course through local educational institutions.

Interns will be paid \$10 per hour (maximum 150 hours per semester). Students are required to remain in the Community Foundation's internship program for a full Fall, Spring or Summer semester.

Work is normally performed in an office environment with some potential local travel. May require occasional weekend or evening work.

HOW TO APPLY:

Please e-mail a cover letter, resume and hours of availability to tami@cfwtx.org:

This position description is a guideline. It is not intended to identify every task that an intern will be asked to complete. It is intended as a general outline of the essential work responsibilities and qualifications of the position.