

# El Pomar Foundation Summer Internship

October 2012

Please visit: <a href="https://www.elpomar.org/internship">www.elpomar.org/internship</a>

# **Job Description**

The El Pomar Internship is a unique summer program that provides **continuing undergraduate students** an **introduction to the nonprofit sector** and an opportunity to **develop professional interests and skills**. Interns work with and are mentored by leaders in philanthropy. They serve an important role by providing administrative support for the Foundation's offices and the Penrose House. Interns receive assignments based upon the Foundation's needs and, to the extent possible, the interns' interests. A weekly professional development series provides insight into and practice in a professional atmosphere. Past classes have received training in investments, grantmaking, public speaking, and career planning. Each intern fulfills an individual role but also receives meaningful interaction with the intern class. While each intern has a **distinct learning experience**, all have the opportunity to learn concepts through hands-on practice and receive the support and guidance to develop professionally.

# **General Responsibilities**

Each intern receives specialized duties and tasks as assigned by the Foundation's staff. Assignments may include, but are not limited to:

- Fulfilling specialized intern responsibilities, which are based on the position assigned
  - Past intern positions included: Investment Office, Communications, Grants, Community Stewardship Programs
- Supporting the Foundation in day-to-day operations, including administrative support as directed
- Participating in professional development training tailored to the interns' interests, including investments, grantmaking, leadership, public speaking, and business writing
- Building professional skills and etiquette
- Supporting the Foundation's grantmaking, community stewardship programs, and projects of interest
- Supporting the Foundation's grantmaking program by assisting in site and/or community impact visits and assessing the effectiveness of El Pomar grants in the community
- Supporting Penrose House Nonprofit Conference Center operations by assisting with Foundation sponsored events for nonprofit organizations
- Representing El Pomar Foundation on occasion at events and programs throughout the state of Colorado
- Performing additional administrative duties as assigned

#### **Selection Criteria**

The requirements listed below are representative of the characteristics, knowledge, skill, and/or ability required of an intern. Reasonable accommodations may be made for individuals with disabilities.

Applicants must have current enrollment in a four-year university or college

- Applicants should have a Colorado connection, e.g. be a state resident, attend an in-state college/university, or have family who are current or past residents
- Applicants must demonstrate an interest in public and/or community service
- Applicants must have the ability to complete standard business correspondence, database management, and spreadsheet applications
- Applicants must demonstrate strong leadership potential, the ability to work as a member of a team, and the capacity to work under the direction of others
- Applicants must possess strong verbal and writing skills
- Applicants must demonstrate personal initiative, determination, and a commitment to excellence, personal growth, and professional development
- Applicants must demonstrate the ability to work in a professional environment
- Applicants must be able to work during the summer months, Monday through Friday, from 8:00 a.m. until 5:00 p.m.

# **Dress Requirements**

Business attire consists of a suit with tie for men, and a pant or skirt suit (including jacket) for women.

### **Job Duration**

Start and end dates are based on school schedules, with a requested range of May 15 to August 30. Applicants who are able to work at least 10 weeks or more are preferred.

## Pay and Benefits

Interns receive a competitive hourly wage.

# **Application Procedure**

- Applicants must submit the following items:
  - o Cover letter describing interest in the Internship and career aspirations
  - o Resume
  - College transcript(s)
  - o Two letters of recommendation
- Please send applications to:

Mail: Mr. R. Thayer Tutt, Jr. or Email: internship@elpomar.org
President
El Pomar Foundation
10 Lake Circle
Colorado Springs, Colorado 80906

<u>Timeline</u>	February 14, 2013	Application Deadline
	Mid March – Early April	In-person interviews
		*Phone interviews are <i>strongly discouraged</i> , but are available for those with extenuating circumstances
	May – June	Internship begins

## **For Questions Please Contact**

Connie Jiang, Internship Director, at internship@elpomar.org or at (719) 577-7044