



El Pomar Foundation Summer Internship

October 2012

Please visit: www.elpomar.org/internship

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

