



JOB DESCRIPTION

Position:	Summer Intern
Job Classification:	Full-time, seasonal, non-exempt Monday through Friday 40 hours per week from May until July
Hourly Wage:	\$16.50 per hour (Paid monthly)

ABOUT THE FOUNDATION:

Founded in 1937 with a mission to enhance, encourage, and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork, and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities, and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

ABOUT THE POSITION:

El Pomar's Internship is a unique paid summer program that introduces continuing undergraduate students to the philanthropic sector and provides an opportunity to develop professional interests and skills. Interns serve an important role by providing support for the Foundation's grant making programs and offices. They receive assignments based upon the Foundation's needs and the Interns' interests. Interns participate in a professional development series which builds skills and provides insight into working in a professional atmosphere. While each Intern fulfills an individual role, they also receive meaningful interaction with their Internship class and other staff at the Foundation. Applicants should demonstrate strong verbal and written communication skills, organization and time management skills and a willingness to learn.

POTENTIAL OPPORTUNITIES:

During the summer Internship, Interns work with a variety of Foundation staff members and offices. Past Intern roles and responsibilities have included:

- Updating El Pomar collateral
- Curating and managing El Pomar's blog, website and social media
- Writing and distributing newsletters, media advisories, press releases and other promotional materials
- Assisting with preparation for upcoming events including Regional Partnerships Staff Retreat, Statewide Meeting, Awards for Excellence ceremony and Milton E. Proby Award ceremony
- Updating databases and research materials and compiling survey results for conferences

- Supporting video production for Awards for Excellence, including drafting interview questions and compiling b-roll footage
- Researching best practices and opportunities for Fellowship Recruiting, including career fairs, online recruiting tools and other hiring strategies
- Processing stock market trades and assisting with weekly market updates
- Attending money manager meetings
- Managing and archiving documents for the Investment and Accounting offices
- Developing curriculum for and leading Internship Investment Challenge classes

PROFESSIONAL DEVELOPMENT:

Examples of Professional Development include:

- Public Speaking
- Investment classes
- Introduction to grant making
- Leadership development topics
- Networking opportunities and practice

Professional Development is tailored to suit the skills and interests of each internship class.

SELECTION CRITERIA:

The requirements listed below are representative of the characteristics, knowledge, skill and/or ability required of an Intern.

- Applicants must be enrolled in a four-year university or college
- Applicants should be from or have a connection to Colorado (e.g. family from Colorado or enrolled at a 4-year college in Colorado)
- Applicants should demonstrate an interest in public and/or community service
- Applicants should have the ability to complete standard business correspondence and should possess basic Microsoft application skills
- Applicants should demonstrate time management skills, strong writing skills, flexibility, basic knowledge of database management and strong communication skills.
- Applicants should 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 should possess strong verbal and writing skills
- Applicants should demonstrate personal initiative and determination with 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 at El Pomar's Offices in Colorado Springs during the summer months, Monday through Friday, during the operating hours of the Foundation

QUALIFICATIONS AND PHYSICAL DEMANDS:

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation's recognized values of Respect, Integrity, Teamwork and Excellence, as well as, the Foundation's Operating Commitment of employees being Resourceful, Relational, Responsive, Resilient and Reliable.

While performing job duties, the employee will occasionally be required to bend and lift up to 20 pounds, stand for extended periods of time, and walk up and down stairs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hiring is subject to passing an employment background check.

JOB DURATION:

Exact start and end dates are based on school schedules. Applicants must be able to work at least 8 weeks.

REMOTE WORKING:

This job is not eligible for remote working.

BENEFITS:

Paid Time Off

- 11 hours of health and wellness time
- Paid holidays

APPLICATION PROCEDURE:

Applicants must submit the following items:

- Cover Letter (not to exceed two pages): describe your interest in the Internship and career aspirations. Cover letters should be addressed to:

Nicole Magic
Vice President of Human Resources
El Pomar Foundation
(719) 577-7094

- Resume
- College transcript(s)
- Two letters of recommendation

To apply, please visit www.elpomar.org/programs/internship

TIMELINE:

February 9, 2024, at 11:59 p.m.

Application Deadline

Early—Mid March

In-person interviews

*Virtual interviews may be available depending on applicant circumstances

Late May—Early June

Internship begins

FOR QUESTIONS PLEASE CONTACT:

Hayes Witherow, Internship Director, at internship@elpomar.org or at 719-577-7038.