



## JOB DESCRIPTION

<b>Position:</b>	Summer Intern
<b>Job Classification:</b>	Full-time, seasonal, non-exempt Monday through Friday 40 hours per week for 10 weeks from June until August
<b>Hourly Wage:</b>	\$ 17.00 per hour (Paid monthly)

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### **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.

### **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 to 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:**

In the past, Interns have worked with a variety of programs and offices within El Pomar Foundation. Interns are assigned a specific position based on Foundation needs and the Intern's interests. Intern's positions in the past included the Investments office, Communications team, and a variety of Foundation's programs.

Duties for each of these positions varies and are not limited to some of the following roles and responsibilities:

#### **Investments**

- 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

### **Communications**

- Curating and managing El Pomar's blog, website and social media
- Writing and distributing newsletters, media advisories, press releases, blogs, and other collateral
- Creating speaking points and run of show for internal and external events

### **Programs (i.e. Awards for Excellence, Regional Partnerships, Alumni Relations, Elevating Leadership Development)**

- Assisting with preparation for upcoming community events
- Updating databases and research materials and compiling survey results for conferences
- Supporting video production, including drafting interview questions and compiling b-roll footage
- Attending Regional Partnerships council meetings
- Attending grant partner site visits with staff

### **PROFESSIONAL DEVELOPMENT:**

Examples of Professional Development include:

- Public Speaking
- Investment classes
- Introduction to grant making
- Nonprofit finance course
- Career coaching
- Leadership development
- Networking opportunities

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.

- Must be enrolled in a four-year university or college
- Be from or have a connection to Colorado (e.g. family from Colorado or enrolled at a 4-year college in Colorado)
- Demonstrate an interest in public and/or community service, nonprofit, or philanthropy
- The ability to complete standard business correspondence and should possess a basic understanding of the Microsoft Suite
- Demonstrate time management skills, flexibility, basic knowledge of database management and strong communication skills
- Demonstrate strong leadership potential, the ability to work as a member of a team and the capacity to work under the direction of others
- Possess strong verbal and writing skills
- Demonstrate personal initiative and determination with a commitment to excellence, personal growth and professional development
- Demonstrate the ability to work in a professional environment
- 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 one page): describe your interest in the Internship and career aspirations. Cover letters should be addressed to:  
Tessa Seaney  
Program Manager, Fellowship  
El Pomar Foundation
- Resume
- College transcript(s)
- Contact email addresses for two recommenders

To apply, please visit [www.elpomar.org/programs/internship](http://www.elpomar.org/programs/internship)

**FOR QUESTIONS PLEASE CONTACT:**

Pablo Forsyth Simon, Fellow Internship Director, at [internship@elpomar.org](mailto:internship@elpomar.org) or at 719-577-7030.