



JOB DESCRIPTION

Position:	Summer Intern
Job Classification:	Full-time, non-exempt Monday through Friday, 40 hours per week
Hourly Wage:	\$14.00 per hour
Benefits:	Paid holiday and sick time

El Pomar's Internship is a unique summer program that introduces **continuing undergraduate students to the nonprofit sector** and provides 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. Interns receive assignments based upon the Foundation's needs and, to the extent possible, the Interns' interests. Interns participate in a professional development series which provides insight into and practice in a professional atmosphere. Examples of past courses include investments, brain integration, networking, public speaking and grant making. 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. Applicants should demonstrate strong professional skills, skills in verbal and written communication, organization and time management skills, and a willingness to learn.

POTENTIAL OPPORTUNITIES

Investment Office

- Provide assistance to the Vice Chairman/Chief Investment Officer by filing and processing bond and equity trades, attending money manager meetings, assisting in cataloging and appraising artwork owned by the Foundation, and preparing presentations for the Foundation's Chief Investment Officer
- Directs the Interns' Investment Challenge class through a simulated stock market competition and classes on personal finance and investment knowledge
- Applicants should demonstrate an interest in investments

Communications Office

- Assist the Foundation's Communications team with management, content curation, writing, and distribution of newsletters, media advisories, press releases and other promotional materials
- Assist with the management of social media platforms
- Support management of design and print collateral projects

- Research, write and publish blog posts on behalf of El Pomar under the supervision of the communications team
- Applicants should demonstrate an ability to exercise diplomacy and discretion and a basic knowledge of communications principles and practices

Emerging Leaders Development Program

Began in 2001 to help cultivate diverse leadership potential in Southern Colorado. The program convenes ethnic minority leaders in Colorado Springs and Pueblo, empowering them to engage in professional development opportunities and take on community leadership roles.

- Support the Emerging Leader Development (ELD) program team with its major annual event, the Milton E. Proby Cultural Heritage Induction Ceremony, including providing assistance with event marketing activities and event registration
- Assist with ELD databases to include data entry and organizing information to improve database efficiency
- Support ELD's Online Civic Engagement Profiles outreach efforts by connecting with ELD participants via phone/email and conducting ELD alumni research
- Applicants should demonstrate a strong sense of customer service and organization as well as have the ability to work with diverse individuals

Programs

Program opportunities allow an Intern to assist with several El Pomar programs—past programs included: Regional Partnerships, Alumni Relations, the Fellowship, Empty Stocking Fund and Karl E. Eitel Fund (KEEF). Projects may include:

- Update databases and resource materials, compile survey results for conferences and assist with public relations and Fellowship recruitment materials
- Manage Foundation Connect grant tracking software system database, grants research and materials preparation
- Assist with preparation for upcoming regional events, past events have included: Regional Partnerships Staff Retreat, Statewide Meeting, Fellowship orientation and other special projects as needed
- Assist Fellows with database management by monitoring the alumni box and manage/update the alumni contact database and update Facebook page
- Assist with management of El Pomar's alumni network platform through posting job openings and site management
- Assist with the development of content and send out the alumni newsletter quarterly

PROFESSIONAL DEVELOPMENT

Examples of Professional Development Include:

- Public Speaking
- General investment classes
- Intro to grant making
- Leadership development
- Networking opportunities and practice

GENERAL RESPONSIBILITIES

Each Intern receives specialized duties and tasks as assigned by the Foundation's staff. Opportunities **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 and 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, grant-making, leadership, public speaking and business writing
- Building professional skills and workplace etiquette
- Supporting the Foundation's grant making, community stewardship programs and projects of interest
- Participating in customer service and hospitality opportunities through the support of the Penrose House Nonprofit Conference Center operations if applicable
- 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.

- Applicants must have current enrollment in a four-year university or college
- Applicants should have a Colorado connection (e.g. be a state resident, currently attend an in-state college/university or have family who are current residents)
- Applicants must demonstrate an interest in public and/or community service
- Applicants must have the ability to complete standard business correspondence, data base 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 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 and honor the Foundation's recognized RITE values of respect, integrity, teamwork, as well as, the Foundation's operating commitment of 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.

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

Hiring is subject to passing an employment pre-screening (background check).

JOB DURATION

Start and end dates are based on school schedules. Applicants who are able to work at least 10 weeks or more are preferred.



The Intern Class of 2021 at the statue of Hank the Cowboy in Colorado Springs

APPLICATION PROCEDURE:

- Applicants must submit the following items:
 - Cover Letter (not to exceed two pages): describe your interest in the Internship, career aspirations, **and specific position interest, if known**. Cover letters should be addressed to:

R. Thayer Tutt, Jr.
Vice Chairman and Chief Investment Officer
El Pomar Foundation
 - Resume
 - College transcript(s)
 - Two letters of recommendation (maximum)
 - Please send to internship@elpomar.org
- To apply, please visit www.elpomar.org/internship

TIMELINE:

February 11, 2022 at 11:59PM

Application Deadline

Mid-March/Early April

Virtual video or in-person interviews

*Phone interviews are ***strongly discouraged***, but are available for those with extenuating circumstances

May—June

Internship begins

FOR QUESTIONS PLEASE CONTACT:

Emma Mantooth, Internship Director, at EmmaM16@elpomar.org at 719-577-7071.