

Job Title	Summer Internship
Employer/ Agency	Child Advocates
Job Description	<p>The special projects intern will have the opportunity to assist and support efforts to prepare for the annual Childspree (back to school event) and other children's events throughout the summer</p> <ul style="list-style-type: none"> • Attend socials to recruit volunteers & increase awareness • Assist the Community Outreach Team with the coordination of volunteers for the event by completing background checks, entering information in the database system, maintaining a spreadsheet, and creating nametags and check in sheets • Attend planning meetings to help communicate event information • Purchase school supplies, fun extra gifts and backpacks for the Backpack Stuffing Party and create nametags for each backpack • Help organize and set up for Backpack Stuffing Party • Assist with keeping each child's information up to date in the Childspree database • Create a spreadsheet of each child's school uniform requirements • Organize supply boxes for the event • Assist with the organization, set up and facilitation of other children's summer events such as the quarterly birthday party and summer splash water event
Qualifications	<p>Must be a currently enrolled, full-time, undergraduate student who will be returning to college as a full-time sophomore, junior, or senior student</p> <p style="padding-left: 40px;">Candidate must demonstrate leadership and teamwork/external collaboration skills through experience with civic, academic and/or community organizations</p> <p style="padding-left: 40px;">Event planning experience is preferred</p> <p style="padding-left: 40px;">Candidate must possess excellent written and verbal communications skills; PC literacy in MS Office environment is required, including a proven ability to work at an intermediate level in Word and Excel</p> <p style="padding-left: 40px;">Candidate must be able to professionally interact with volunteers, staff, board members and supporters</p> <p>GENERAL INFORMATION</p> <ul style="list-style-type: none"> • Candidate must complete internship within an eight week period preferably between June 17 and August 16, 2019 (flexible but this time frame is best) • 35 hours per week • \$2,750 salary-supported by ExxonMobil Foundation • Candidate must submit and clear a criminal background check • Candidate must agree to attend all ExxonMobil CSJP events. • Candidate must provide their own transportation to/from the office
Salary/Hours	\$2,750 total
Employer/Agency	

Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	713-529-1396 ext. 268
Fax Number	
Email Address	at Joanna.Cramer@childadvocates.org
Application Method	at Joanna.Cramer@childadvocates.org
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.