



PROGRAM INTERN JOB DESCRIPTION

POSITION OVERVIEW

The Maisin Scholar Award Program Intern will assist Maisin staff with administrative and programmatic duties. The position will offer opportunities to develop office and professional skills, while providing experience in a non-profit and business environment. Interns will report directly to the College Success Coordinator. A stipend will be provided upon successful completion of the internship.

QUALIFICATIONS

- A current Maisin Scholar attending a community college or 4-year college/university
- Experience with Microsoft Word and Excel (PowerPoint and Adobe Creative Suite a plus)
- Willingness to learn and grow as a leader and professional
- Self-starter, creative and motivated
- Works well alone and in a team environment
- Comfortable with public speaking
- Must be in good academic standing with the Maisin Scholar Award

RESPONSIBILITIES

- Perform daily administrative tasks (e.g. photocopying, filing, assisting with mailings)
- Conduct phone and e-mail correspondence with students, school sites and CBOs
- Research and create support materials for scholars pertaining to academic, financial, and housing resources
- Under staff supervision, maintain outreach through social media platforms
- Under staff supervision, generate reports on key scholar data and achievement metrics
- Enter and update records in Salesforce database
- Support staff during outreach presentations and college fairs
- Collaborate with organizational staff on events and projects as needed
- Capstone project (in-service training or information based on experience gained during internship)
- Perform other duties as assigned

EXPECTATIONS

- Maintain a high level of professionalism in the workplace
- Follow a consistent, regular working schedule of at least 12-15 hours a week (20 hours if in the summer)
- Complete projects and tasks in a timely manner
- Submit weekly timesheets and project logs

To apply, email your cover letter and resume to maisinfo@sfedfund.org with the subject line: "Maisin Program Intern Application".