



## JOB DESCRIPTION

Position:	El Pomar Summer Intern
Job Classification:	Full-time, non-exempt Monday through Friday, 40 hours per week from May until July
Hourly Wage:	\$16.00 per hour
Benefits:	Paid holiday and sick time

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### JOB DESCRIPTION:

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 Fellows. Applicants should demonstrate strong verbal and written communication skills, organization and time management skills and a willingness to learn.

### POTENTIAL OPPORTUNITIES:

#### Investment Intern

The Investment Intern will work in El Pomar's Investment Office, which manages El Pomar's endowment. The Investment Intern's responsibilities may include:

- 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
- Assisting the Chief Investment Officer as needed, including preparing presentations

Applicants should demonstrate an interest in investments, finance or business.

#### Communications Intern

The Communications Intern will work with El Pomar's communications team to tell the story of the Foundation through El Pomar's website, blog, social media and collateral as well as through video, media relations and newsletters. The Communications Intern's responsibilities may include:

- 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
- Updating El Pomar's brand standards
- Reviewing and presenting analytics of El Pomar Communication media

Applicants should demonstrate a basic knowledge of communications principles and practices, professional writing skills, social media and familiarity with web-based content and design software.

### **Program Interns**

Program opportunities allow Interns to assist with several El Pomar programs—past programs included: Regional Partnerships, Alumni Relations, Awards for Excellence, Fellowship Recruiting, Forum for Civic Advancement and Elevating Leadership Development. Projects may include:

- 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 video footage
- Developing and presenting a staff forum on a relevant civic engagement topic
- Managing and updating the Fellowship Alumni database and assisting with the management of El Pomar's alumni network and social media
- Producing content for the alumni newsletter and supporting distribution
- Researching best practices and opportunities for Fellowship Recruiting, including career fairs, online recruiting tools and other hiring strategies
- Designing collateral for Statewide Meeting and assisting with creating of Regional Partnerships newsletter

### **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.

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**

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

## 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, sent directly from recommender to [internship@elpomar.org](mailto:internship@elpomar.org)

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

## TIMELINE:

**February 10, 2023, 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:

Ben Garfield, Internship Director, at [BenjaminG16@elpomar.org](mailto:BenjaminG16@elpomar.org) or at 719-577-7033.