El Pomar Foundation
Summer Internship

Please visit: www.elpomar.org/internship

Job Description

The El Pomar 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 weekly professional development series which provides insight into and practice in a professional atmosphere. Examples of past courses include investments, grant making, networking, public speaking and career planning. 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 Intern’s Investment Challenge class through a simulated stock market competition and classes on personal finance and investment knowledge
- Applicants should demonstrate an interest in investments

Awards for Excellence
- El Pomar Foundation’s Awards for Excellence program recognizes outstanding Colorado nonprofits by honoring them at a reception and giving a grant in support of continuing their exceptional work
- Intern will help manage logistics and schedules for interviews, assist in design and production of program and videos, and aid in reception and event planning

Communications Office
- Assist the Foundation’s communications team with management, content curation and distribution of newsletters, media advisories, press releases and other promotional materials
- Assist with the management of social media pages
- Support management of design and collateral projects
- 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
**Outreach Programs**

- Day to day communications, staffing and administrative support for El Pomar Emerging Leaders Development (ELD) program Advisory Council participants in Colorado Springs (COS) and Pueblo.
- Provide communication and administrative support for ELD Program major events (logistics & operations timeline, meeting handouts, ELD Participants invitation databases, meeting internal agenda, update/complete handbook, catering, etc.)
- Work with the ELD Program Coordinator to update and ensure accuracy of Colorado Springs and Pueblo ELD participant and advisory council’s database.
- Work with the ELD Program Coordinator to update and ensure accuracy on the Colorado Springs and Pueblo ELD Participants Online Civic Engagement Profiles, Permanent Record Folders and contact sheets.

**Grants Office**

- Assist the Foundation’s Grants Office, which is responsible for the day-to-day operations of the grant making process.
- Prepare annual Grant Making Orientation book.
- Perform a number of tasks, including Foundation Connect grant tracking software system database management, grants research and materials preparation.
- Staff grants office as required.

**Programs**

- The Programs Intern provides administrative assistance to several of El Pomar programs—past programs included: Empty Stocking Fund, Karl E. Eitel Fund (KEEF) and the Fellowship program.
- Responsibilities may include updating databases and resource materials, reviewing and updating reference materials, assisting with website updates, compiling survey results for conferences, and assisting with public relations and recruitment materials.

**Regional Partnerships**

- Assist the Foundation in its regional approach by supporting a network of eleven Councils throughout the State.
- Assist with preparation for upcoming regional events including: Regional Partnerships Staff Retreat, Statewide Meeting, Fellowship orientation and other special projects as needed.
- Attend Regional Council meetings throughout the state.

**Professional Development**

Examples of Professional Development Include:
- Public speaking.
- General investment classes.
- Intro to grant making.
- Leadership development.
- Networking opportunities by attending community events on behalf of the Foundation.

**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, Grants, Outreach Programs, Awards for Excellence, Regional Partnerships, 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
- Supporting the Foundation's grant-making program by assisting in site and/or community impact visits and assessing the effectiveness of El Pomar grants in the community
- Participating in customer service and hospitality opportunities through the support of the Penrose House Nonprofit Conference Center operations
- 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, database 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, from 8:00 a.m. until 5:00 p.m.

**Professional Attire Requirements**

Business attire consists of a suit with tie for men, and a pant or skirt suit (including jacket) for women.

**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.

**Pay and Benefits**

Interns receive a competitive hourly wage
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 10, 2020 at 11:59PM Application Deadline

Mid-March/Early April In-person interviews

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

May—June Internship begins

For Questions Please Contact

Kathryn Benson, Internship Director, at kbenson@elpomar.org at 719-577-7030.