



JOB DESCRIPTION

Position:	Summer Intern
Job Classification:	Full-time, seasonal, non-exempt Monday through Friday 40 hours per week for 10 weeks
Hourly Wage:	\$17.50/hour (Paid monthly)

ABOUT THE FOUNDATION:

Founded in 1937 with a mission to enhance, encourage, and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork, and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities, and the sector as a whole.

ABOUT THE POSITION:

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 to the Foundation's 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, Fellowship class, and other staff at the Foundation. Applicants should demonstrate strong verbal and written communication skills, organization and time management skills, and a willingness to learn.

POTENTIAL OPPORTUNITIES:

In the past, Interns have worked with a variety of programs and offices within El Pomar Foundation. Interns are assigned a specific position based on Foundation needs and the Intern's interests. Intern positions in the past included the Investments office, Communications office, and a variety of Foundation's programs.

Duties for each of these positions varies and are not limited to some of the following roles and responsibilities:

Investments

- Processing stock market trades and assisting the Investment office with weekly market updates

- Attending money manager meetings
- Archiving documents for the Investment and Accounting offices
- Developing curriculum and teaching Internship investment courses

Communications

- Curating El Pomar's blog, website and social media
- Writing and distributing newsletters, media advisories, press releases, blogs, and other collateral
- Creating speaking points and run of shows for internal and external events

Programs (i.e. Awards for Excellence, Regional Partnerships, Alumni Relations, Elevating Leadership Development)

- Assisting with preparation for upcoming community events including research and event planning
- Supporting video production, including drafting interview questions and compiling b-roll footage
- Attending Regional Partnerships council meetings
- Updating databases and research materials and compiling survey results for conferences
- Assisting in communications for events and programs
- Attending grant partner site visits with staff

PROFESSIONAL DEVELOPMENT:

Professional Development is tailored to suit the skills and interests of each Internship class. Examples of Professional Development include:

- Investment classes
- Introduction to grant making
- Nonprofit finance course
- Career coaching
- Leadership development
- SBI Feedback
- Workplace Big Five
- Networking opportunities

SELECTION CRITERIA:

The requirements listed below are representative of the characteristics, knowledge, skill and/or ability required of an Intern.

- Must be enrolled in a four-year university or college and be continuing school in the fall of 2026
- Preference will be given to those starting their senior year in the fall of 2026 with a current cumulative GPA of 3.2 or above
- Be from or have a connection to Colorado (e.g. family from Colorado or enrolled at a 4-year college in Colorado)
- Demonstrate an interest in public and/or community service, nonprofit, or philanthropy
- The ability to complete standard business correspondence and should possess a basic understanding of the Microsoft Suite
- Demonstrate time management skills, flexibility, basic knowledge of database management and strong communication skills
- Demonstrate strong leadership potential, the ability to work as a member of a team, independently, and under the direction of others
- Possess strong verbal and writing skills
- Demonstrate personal initiative and determination with a commitment to excellence,

- personal growth and professional development
- Demonstrate the ability to work in a professional environment
- Work at El Pomar's Offices in Colorado Springs 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, stand for extended periods of time, and walk up and down stairs.

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

Hiring is subject to passing an employment background check.

JOB DURATION:

Exact start and end dates are based on school schedules. Applicants must be able to work at least 10 weeks.

REMOTE WORKING:

This job is not eligible for remote working.

BENEFITS:

Paid Time Off

- 13 hours of health and wellness time
- Paid holidays

APPLICATION PROCEDURE:

Applications will open on December 1, 2025 and close on February 20, 2026.

To apply, visit www.elpomar.org/programs/internship or contact recruiting@elpomar.org if you have any questions.