

September 2009

Please visit: www.elpomar.org/internship

Job Description

The El Pomar Internship is a unique summer program that provides **continuing undergraduate students** an **introduction to the nonprofit sector** and 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. A weekly professional development series provides insight into and practice in a professional atmosphere. Past classes have received training in investments, grant-making, 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.

General Responsibilities

Each intern receives specialized duties and tasks as assigned by the Foundation's staff. Assignments **may** include, but are not limited to:

- Fulfilling specialized intern responsibilities, which are based on position assigned
 - Past intern positions included: Investment Office, Penrose House, Communications, Grants, Community Stewardship Programs, among others
- Supporting the Foundation in day-to-day operations, including administrative support as directed
- Participating in professional development training catered to interns' interests, including personal investments and grant-making
- Supporting the Foundation's grant making, community stewardship programs, and projects of interest
- Representing El Pomar Foundation on occasion at events and programs throughout the state of Colorado
- Supporting the Foundation's grant-making program by assisting in site and/or community impact visits, assessing the
 effectiveness of EI Pomar grants in the community
- Supporting Penrose House Nonprofit Conference Center operations by assisting with Foundation sponsored events for nonprofit organizations
- Building professional skills and etiquette
- 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. Reasonable accommodations may be made for individuals with disabilities.

Applicants must have current enrollment in a four-year university or college

- Applicants should have a Colorado connection, e.g. be a state resident, have attended an in-state college/university, or have family who are current or past residents
- Applicants must demonstrate an interest in public and/or community service
- Applicants must have the ability to complete standard business correspondence, data base 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 commitment to excellence and personal and professional growth
- Applicants must demonstrate the ability to work in a professional environment
- Applicants must be able to work during the summer months, Monday through Friday, from 8:00 a.m. until 5:00 p.m.

Dress 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, with a requested range of May 15 to August 30. 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 describing interest in the Internship, career aspirations, and specific position interest, if known (please see website for updated position descriptions)
 - \circ Resume
 - College transcript(s)
 - Two letters of recommendation (maximum)
- Please send applications to:
 - Mail:Mr. R. Thayer Tutt, Jr.orEmail: internship@elpomar.orgPresidentEl Pomar Foundation10 Lake CircleColorado Springs, Colorado 80906

TimelineFebruary 26, 2010Application Deadline (postmarked)

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

Nathalia Giraldo, Internship Director at internship@elpomar.org or at 1-800-554-7711