

SAISD Foundation – Student Internship Program

Position Title: Student Internship

Number of Openings: 2-3 Each Semester

Work Schedule: Flexible Jan-May; Summer; or August-December

Hours per Week: Flexible 10-20 hours (flexible to meet course or program requirements)

Wage/Salary: Stipend Positions and Non-Stipend Positions Available

Job Description:

Assist with duties and tasks that contribute to the success of the SAISD Foundation and its mission to support San Antonio ISD to become one of the nation's leading urban school districts. Work will include both fieldwork and office time. Some work can be done from home.

Organizational Reporting:

Works under the general supervision of the Executive Director. Interns may also work directly with Board Members of the organization or the Program Coordinator on related projects as appropriate.

Essential Duties and Responsibilities:

At the start of the internship, interns will be able to select areas of concentration from a range of projects based on his or her interests to include but not limited to: grant research/writing, event planning, grant distribution/management, social media, financial management/reporting, revision/development of policies and procedures, authoring PSAs/new releases, solicitation of donations, donor stewardship, database management, donor recognition, scholarship programming and the development of marketing materials.

About the SAISD Foundation:

The SAISD Foundation is a 501 c3 organization that supports the SAISD and its 89 campuses. Annually the organization awards 300 grants to teachers and invests more than 1M annually in strategic programs to positively impact student success. The basic Foundation functions include the following:

- Authors external grants and manages grants awarded
- Hosts an annual 5K, Golf Tournament, INSPIRE Awards
- Accepts and evaluates applications for New Teacher Grants, Mini-Grants, and Innovative Grants and monitors grant success.
- Manages 120+ student scholarships annually

Requirements:

- Currently enrolled in an institution of higher education;
- Organized and manages time efficiently;
- Able to pass a criminal background check;
- Able to establish and maintain cooperative working relationships with the general public, school personnel, employees and additional volunteers;
- Supportive of the mission of the SAISD Foundation;
- Demonstrates initiative;
- Communicates clearly and concisely, both orally and in writing; and
- Proficient in Microsoft Word, Excel and Power Point.

Additional Information:

Please visit us at SAISDFoundation.com and on FB and Twitter to find out more about our organization and how we support education in the urban core of San Antonio. Thank you for your interest.

How to Apply: Submit a resume listing two references to:

Judy Geelhoed | Executive Director | SAISD Foundation

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