



2019 Summer Internship Job Description

College Mentors for Kids is an innovative Indianapolis-based nonprofit that believes mentoring transforms lives. We connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures and are seeking an enthusiastic and motivated intern to assist in supporting and strengthening the College Mentors program. This internship provides a great opportunity to make a difference this summer while gaining professional experience working with the staff at the College Mentors for Kids' National Office.

As an intern with College Mentors for Kids, you will learn about and participate in a wide range of project work. You will gain real-world experience and valuable professional development through an ongoing application of time management, leadership, and collaboration skills.

Responsibilities:

The intern will work with College Mentors staff to prepare for the upcoming program year. Project examples include:

- Collegiate chapter resource material editing and creation
- Chapter fundraising support materials
- Leadership conference planning and logistics
- Data entry, analysis, and research

Requirements:

- Experience in non-profits or involvement with student organizations
- Excellent organizational skills
- Effective verbal and written communication skills
- Knowledge of Microsoft Office Suite and online research skills
- Ability to simultaneously manage deadlines for multiple projects
- Ability to work well on an individual and collaborative basis
- Professionally mature and hard working

Qualifications:

- Required: Completion of at least two years of college; recent graduate or graduate student applicants welcome
- Preferred: Previous experience with College Mentors
- Desired: Fluency in Spanish (please note in your cover letter if you are fluent)

Internship Details:

When: 8:30 am to 4:30 pm, Monday – Friday; May 22 to August 9
Where: College Mentors for Kids National Office – Downtown Indianapolis, IN
Compensation: \$2,500 stipend or academic award. Academic credit assistance as applicable.

Interested candidates should submit a cover letter and resume to Erin Cosler at ecosler@collegementors.org by **February 5, 2018**.