2015 ExxonMobil Community Summer Jobs Program

The ExxonMobil Community Summer Jobs Program, managed by Volunteer Houston, provides a $2,750 grant to 70 nonprofit agencies in Harris and Montgomery County to hire paid full-time undergraduate summer interns to assist in providing essential services to the community.

College Intern Qualifications (no exceptions):

- At the time of the application submission, interns MUST be currently enrolled, full-time, undergraduate students returning to college as a full-time sophomore, junior, or senior for at least the 2015 fall semester after the internship.
  - Full-time enrollment is defined as 12 or more credit hours in one semester.
- Interns who previously participated in the program may again seek an internship provided that they work for a different agency.
- Family members of board and staff at an agency are not eligible to be hired as ExxonMobil CSJP interns at that agency.
- Family members of ExxonMobil and Volunteer Houston are also ineligible to be hired.

Contact the agencies in regard to the internship position you are interested in and they will inform you of their application process.

2015 ExxonMobil Community Summer Jobs Program Internships

1. Amazing Place: STARS Program Development Intern (Program Coordination/Management)
   Mission: To provide fellowship, memory care and wellness for adults with mild to moderate memory loss and support to their families and the community.
   The internship will include all aspects of volunteer management including structuring a meaningful volunteer program, recruiting, interviewing, selecting, training, scheduling and managing volunteers. The intern will plan and execute an initial training event as well as a recognition event, concluding the internship with an evaluation and recommendations for program enhancement.
   Contact: Susie Howard at showard@amazingplacehouston.org Website: www.amazingplacehouston.org

2. Asia Society Texas Center: Facility Rental and Programs Intern (Program Coordination/Management)
   Mission: With 11 locations throughout the world, Asia Society is the leading educational organization promoting mutual understanding and strengthening partnerships among the peoples, leaders, and institutions of Asia and the United States.
   The intern will support business and policy programs through content research, identifying speakers, preparing press releases, and logistical assistance during the Young Leaders Institute. S/he will assist with community outreach and family programs through operational support of the ExploreAsia: Culture Camp for Kids and designing cultural information packets for use during art exhibition tours. Lastly, the intern will help facility rentals through analyzing rental statistics, database maintenance, and following-up with clients to ensure customer satisfaction.
   Contact: Paul Pass at ppass@asiasociety.org Website: http://asiasociety.org/texas

3. Association for the Advancement of Mexican Americans (AAMA): Summer Learning Camp Coordinator (Program Coordination/Management)
   Mission: To empower and inspire Latinos to pursue and achieve their potential and be amazing.
The intern will organize a six week learning camp for about 50 children, ages 6-14 years old. Through a series of learning activities, speakers and field trips, the campers will participate in experiences geared to prepare them for a college career. The intern will also recruit and coordinate a team of high school and college student volunteers who will serve as mentors and role models to the young campers.

**Contact:** Lisa Schott at lschott@aama.org Website: www.aama.org

4. **Aurora Picture Show: Youth Filmmaking Program Apprentice (Education/Instruction)**

**Mission:** Dedicated to expanding the cinematic experience and promoting the understanding and appreciation of moving image art.

This full-time internship would be responsible for managing our seasonal education programs for youth and teens offered in June, July and August, specifically focused on the management of our Summer Filmmaking Boot Camps where youth learn about, create and discuss film and video. In addition to administering the management of the program (registrations, communications, teacher booking, scholarships), the apprentice would also work at the camps as an instructor.

**Contact:** Rachel Blackney at blackney@aurorapictureshow.org Website: www.aurorapictureshow.org

5. **Bayou Preservation Association: Water Quality Investigator (Research)**

**Mission:** To protect and restore the richness and diversity of Houston-area waterways through activism, advocacy, collaboration and education.

The intern will serve as a member of a team to conduct investigative water sampling in Houston-area bayous upstream of locations with identified high fecal indicator bacteria. Sampling will help determine sources that are responsible for the bacteria indicators. This sampling and analysis will be made available to stakeholders groups responsible for implementing bacteria reduction plans and will assist in the refinement of these plans.

**Contact:** Steve Hupp at shupp@bayoupreservation.org Website: www.bayoupreservation.org

6. **Bel Inizio: Bel Inizio Management Intern (Program Coordination/Management)**

**Mission:** Helps disadvantaged women develop self-confidence and life skills through an 8-week fitness and nutrition program. Participants train to complete a 5K, which helps them prepare for the ultimate race - the race for a better life.

The intern will devote about 50% of his or her time to the start-to-finish implementation of Bel Inizio’s 8-week fitness program at a local shelter. The remainder will be shared between assisting in the planning of our largest fundraiser of the year and developing a donor appreciation program. The small size of the organization will provide the intern an exceptional opportunity for one-on-one mentoring, and a hands-on, front line experience with clients, donors, board members, and agency staff.

**Contact:** Linsay Vladimirov at linsay@bel-inizio.org Website: www.bel-inizio.org

7. **Bering Omega Community Services: Resident Care Intern (Medical)**

**Mission:** Exists to nurture the well-being, and meet the physical, emotional and spiritual needs of persons affected by HIV/AIDS through compassionate health care and social services.

The Resident Care Intern will assist in the direct and indirect care of residents at Omega House. Full-time nurses will oversee the application of prescribed medication and dozens of volunteers, with the Resident Care intern working alongside the nurses, to handle everything from patient care to cooking and cleaning.

**Contact:** Drew Case at dcase@beringomega.org Website: www.beringomega.org

8. **Bo’s Place: Ongoing Groups Assistant (Education/Instruction)**

**Mission:** Bo’s Place exists to enhance the lives of those who have experienced the death of a loved one. The Ongoing Groups Assistant will focus on development of the psychoeducational component of the Ongoing Groups support group curriculum for parents and guardians enrolled in the program, assist in the creation of projects and activities for the children and adolescents enrolled in the program, and engage in community outreach through social media.

**Contact:** Mariam Mankin at marian@bosplace.org Website: www.bosplace.org

9. **Breakthrough Houston: Special Events Intern (Development/Special Events)**

**Mission:** To prepare students who possess high academic potential, but limited educational resources, for competitive high school programs and college admission.

The intern will work with administrative staff, teachers and Instructional Coaches to plan out all special events for the summer. They will develop schedules, agendas, handouts, permission slips and evaluation tools to support special events and act as liaison between participating agencies or individuals and Breakthrough Houston.

**Contact:** Kathy Heinzerling at kheinzerling@sjs.org Website: www.breakthroughhouston.org

10. **CASA Child Advocates of Montgomery County: Donor Analyst (Development/Special Events)**
11. Center for Houston’s Future: Public Policy Intern (Public Policy)

**Mission:** Works to solve our region’s toughest problems by engaging diverse leaders, providing impactful research, and defining actionable strategies.

This 8-week position is focused on the Center’s Strategic Initiatives division and is designed to give the intern a general experience in a nonprofit organization and with conducting public policy research. The intern will deepen their understanding of the Houston region while enhancing their qualitative and quantitative research skills. Other benefits include networking opportunities with civic, business, and political leaders; exposure to a wide variety of public policy issues and tasks; the opportunity to participate in events and use your talents to impact a small and well-connected nonprofit organization.

**Contact:** Steven Scarborough at sscarborough@futurehouston.org Website: www.futurehouston.org

12. Center for the Missing: Graphic Design Intern (Public Relations/Marketing)

**Mission:** To enhance all communications tools for the organization (e.g., website, social media, e-newsletters, and print materials), and providing support for communications and story-telling through print and digital media. This internship would give the intern valuable, real-world experience, as well as providing this grassroots organization of 4 employees with invaluable support.

**Contact:** Beth Alberts at balberts@tcftm.org Website: www.centerforthemissing.org

13. Child Advocates, Inc.: Program Intern (Casework/Counseling)

**Mission:** Mobilize court appointed volunteers to break the vicious cycle of child abuse. We speak up for abused children who are lost in the system and guide them into safe environments where they can thrive.

The Program Intern will work closely alongside our case intake coordinator as well as our case assignment coordinator to prepare the cases that we are assigned by the court and assist in case assignments as well as communications with court appointed advocates to prepare them for their upcoming cases. Additionally, the intern will work with Advocacy Coordinators in researching cases and will be trained in risk assessment skills and how to manage an ongoing case.

**Contact:** Joanna Cramer at hr@childadvocates.org Website: www.ChildAdvocates.org

14. Children’s Museum of Houston: Education Intern (Education/Instruction)

**Mission:** Transforming communities through innovative, child-centered learning. The Education Intern will have an opportunity to see the intricate details of a large nonprofit institution, understand the inner workings of multiple department collaborations, and create curriculum and programming for innovative, child-centered learning. After receiving a thorough orientation and training, the Education Intern will develop and grow the Museum’s Gallery and Outreach programs by Gallery Education and will focus on 1) research and development of new experiments for the Power Science Lab, and 2) the design of new STEM-focused activities for outreach programs.

**Contact:** Neelam Damani at ndamani@cmhouston.org Website: www.cmhouston.org

15. Chinese Community Center: Summer Camp Assistant Coordinator (Child/Youth Assistance)

**Mission:** To bridge East and West by enriching families with educational, cultural, and social service programs. The Summer Camp Assistant Coordinator will help children and youth maximize their academic and interpersonal development during the summer break. The intern’s responsibilities will include developing age-appropriate, theme-based curriculum units for subject-based and enrichment classes; organizing weekly field trips, including scheduling, confirmation, and transportation; creating and implementing leadership, service learning, and community service opportunities for program participants and teen volunteers; selecting, managing, and evaluating 40 Summer Camp teen volunteers (Counselors-in-Training) and developing curriculum for leadership development within the program; and coordinating overall camp activity schedules (hourly, daily, weekly, and monthly).
16. Christian Community Service Center: Program Specialist, Emergency Services (Program Coordination/Management)
   **Mission:** To serve the poor, hungry, disabled and otherwise needy while respecting their religious, ethnic or cultural differences.
   The Program Specialist position focuses on providing services to clients facing hunger/food insecurity, housing instability issues and other challenges meeting their own basic needs. Located in CCSC’s original program, Emergency Services-Central, the Program Specialist will interface with professional staff, other CCSC services/programs, clients, volunteer teams and outside networking contacts. CCSC maintains a solid team atmosphere in which the intern will oversee a variety of meaningful projects and gain valuable exposure to varied aspects of nonprofit operations.
   **Contact:** Courtney Hagen at emergency_1@ccschouston.org  Website: www.ccschouston.org

17. City of Houston Mayor’s Anti-Gang Office: Camp Supervisor of Campo del Sol (Program Coordination/Management)
   **Mission:** To assist youth, families, and community stakeholders in the prevention, intervention, and suppression of gang involvement and juvenile delinquency through direct services, collaboration, education and awareness, and policy development.
   The Camp Supervisor would spend 100% of their time coordinating day to day operations of the 8 week Camp del Sol youth camp at Burnett Bayland Park. The Supervisor would also be responsible for managing staff, preparing paperwork and reports, organizing field trips, activities and events, developing schedules, and coordinating with program partners.
   **Contact:** Jesus Gutierrez at jesus.gutierrez@houstontx.gov  Website: www.houstonantigangoffice.org

18. Communities In Schools of Houston: CIS Summer Nursing Externship Program Coordinator (Program Coordination/Management)
   **Mission:** To surround students with a community of support, empowering them to stay in school, and achieve in life.
   The ExxonMobil intern will serve as a program manager, professional coach, and mentor assisting young people in their transition from high school students into employable, productive individuals. The intern will coordinate site visits (under the guidance of the supervisor) at both St. Luke’s and Houston Methodist Hospitals. These visits will be strategically designed as “check-in” opportunities whereby the high school (nursing) student interns will receive employment tips, professional etiquette, college access information, and social service referrals (if needed).
   **Contact:** Angelica Adams at angelica@cis-houston.org  Website: www.cishouston.org

19. Community Youth Outreach: Youth Count 2.0! Montgomery County, Research Staff (Research)
   **Mission:** To create, manage and support a Resource Center, Shelter and Transitional Living Program to replace crisis and hopelessness with security, skills and independence for homeless youth ages 16-24 years.
   The intern will support the CYO project manager by assisting with administrative and leadership responsibilities for this research project. The intern will be primarily responsible for assisting in implementing the Youth Count 2.0!, which is the expansion of a current University of Houston and University of Texas research project. The intern will assist in recruiting, organizing and leading the research team of volunteers for this project.
   **Contact:** Janet Kasper at janet.kasper@youthmc.org  Website: www.communityyouthoutreach.org

20. C-STEM Teacher and Student Support Services, Inc.: Public Administration-Public Relations Intern (Education/Instruction)
   **Mission:** CSTEM (Communication, Science, Technology, Engineering, and Mathematics) supports the engagement of Pre K through 12th grade students in hands-on, project-based learning experiences that expose them to related workforce opportunities.
   Assist Social Media Community Moderator Intern with leading online community members into contributing their own high quality submissions across the entire suite of tools available. Assist Finance Intern with driving DaVinci Membership Drive and designing and implementing successful fundraisers. Design and implement sponsorship opportunities as a back-to-school drive to sponsor a student's STEM tool-kit as a component of the Member Drive culminating breakfast to be held at the Junior League from 7:30-9:30 the third week of July.
   **Contact:** Reagan Flowers at rflowers@cstem.org  Website: www.cstem.org

21. Cynthia Woods Mitchell Pavilion: Development Assistant (Development/Special Events)
   **Mission:** To provide a diversity of the very best in the performing and visual arts in order to entertain and enrich the lives of a broad regional audience. To serve as a catalyst for new audiences by enhancing the public’s knowledge of and appreciation for the performing and visual arts. To serve as a resource for enhancing education about the performing and visual arts for young people and providing training and performance opportunities for
young artists. To foster and create opportunities for the presentation of new and innovative work in the performing and visual arts. To provide programs and activities while at the same time being certain to maintain the fiscal integrity of the organization.

The intern will be working in the development office, specially creating a sponsorship marketing plan with the collateral materials for the Annual Children's festival.

Contact: Leslie Williams at lwilliams@woodlandscenter.org Website: www.woodlandscenter.org

22. Dress for Success Houston: Event, Marketing and Communications Intern (Public Relations/Marketing)
Mission: To promote the economic independence of disadvantaged women by providing professional attire, a network of support and career development tools to help women thrive in work and in life.
The event, marketing and communications intern will utilize a host of skills to engage volunteers, members, and supporters in our mission including, presentation skills, writing skills, communication skills, design skills event coordination and media relations. By the end of the internship the student will have a thorough understanding of successful event management, the importance of community engagement, and will have multiple samples of written and design work to add to his/her portfolio.
Contact: Lindsey Norlander at Lindsey@dfshouston.org Website: www.dfshouston.org

23. Family Services of Greater Houston: IT Systems Analyst (Technical/Computing)
Mission: To provide individuals and families with the counseling and guidance they need to strengthen themselves and their relationships.
The Intern will be completely immersed in the Information Systems of our organization. The intern will be given responsibility for the completion of one of several possible primary projects.
Contact: Michele McClinton at mmcclinton@familyservices.org Website: www.familyservices.org

24. Financial Mentors of America, Inc.: Connect the Dots Logistics Coordinator (Program Coordination/Management)
Mission: Through collaboration with nonprofit organizations, school districts, and the business community, Financial Mentors of America provides outcome-based, comprehensive financial education, career discovery and college funding curriculum for high school and middle school students. The curriculum has proven to be highly effective with economically disadvantaged youth.
Intern will be part of a team to implement the evidence-based pilot summer course Connect The Dots at Patrick Henry, a Title I Houston Independent School District middle school. Intern will have opportunities to work with professionals and college students eager to make a difference in this community of 150 underserved 7th grade students. Intern will provide leadership in recruiting, training, scheduling volunteers and college students.
Contact: Lorraine Decker at lorrainefinancialmentors.org Website: www.GameofRealLife.org

25. The Friendship Center: Meals on Wheels Community Engagement Intern (Development/Special Events)
Mission: To provide support, advocacy, and services to senior adults in Montgomery County so that they may remain independent and vital members of our community.
This internship will consist of assisting The Friendship Center's Meals on Wheels program in engaging a local stakeholder for support of its mission through a collaborative relationship that garners funding for the agency. It is a project in which the intern will research best practices for engaging local support and then begin to relationship build with a local entity chosen by the intern, with oversight from the Director of Development. This internship provides the opportunity to learn the basics of running a nonprofit/small business, practice fund development with a local stakeholder including presentations, and relationship building within the community on behalf of the Meals on Wheels program.
Contact: Allison Hulett at ahulett@tfc-seniorservices.org Website: www.thefriendshipcenter.com

26. Harris County Public Health & Environmental Services: Accreditation Intern (Research/Public Policy)
Mission: Promoting a Healthy and Safe Community; Preventing Illness and Injury; Protecting You...HCPHES, Your Department for Life.
The Accreditation Intern will be an essential member of the HCPHES Learning Team and will help build long-term qualitative methods capacity in HCPES in support of Accreditation Domain 1. With the support and supervision of the HCPHES Senior Policy Planner/Health Equity Coordinator, the internship will provide an in-depth learning experience designing data collection tools, conducting community-based interviews and focus groups, teaching Learning Team members, and producing formal data reports that may be referenced in a student portfolio.
Contact: Ashley Minkeu at aminkeu@hcphes.org Website: www.hcphes.org

27. Healing Hands Ranch: Videography Summer Intern (Public Relations/Marketing)
Mission: Providing a Safe Place for Men in Crisis. A residential facility/transitional housing; vocational training and counseling services. We strive to develop our programs to meet the constantly changing needs of those we serve.
The intern will travel to all three campuses (but work mainly from Healing Hands Ranch) to conduct videotaped interviews and edit accordingly to get the best quality video. Creativity and innovation are encouraged in order that the mission of the program is conveyed. The video will be the means in which to draw awareness to what is being done in an effort to gain support to allow the program to grow and reach the local communities.

Contact: Tina Cummings at tina.cummings@getcw.org Website: www.healinghandsranch.org

**28. The Health Museum: Summer Teen Volunteer Program Coordinator (Program Coordination/Management)**

*Mission:* To foster wonder and curiosity about health, medical science and the human body. The Teen Volunteer Program Manager organizes and directs the Summer Teen Program for 60 students between the ages of 15 and 17. The TVPM is responsible for the training, scheduling and daily management of volunteers in support of camps, exhibits and visitor services.

Contact: Mary Heartlein at mheartlein@thehealthmuseum.org Website: www.thehealthmuseum.org

**29. The H.E.A.R.T. Program: IT Sustainability Specialist Intern (Technical/Computing)**

*Mission:* To promote structured independence for persons living with developmental disabilities by providing innovative education training, housing and employment programs. The IT Sustainability Specialist Intern will be a new position within the agency to create and implement a sustainable IT project to meet the technical needs of our client-manages entrepreneurial venture and minimize agency’s paper usage. The internship will involve researching, technical analysis/assessment, archiving skills, and integration of the project with HEART’s mission.

Contact: Ross Castillo at castillo@heartprogram.org Website: www.heartprogram.org


*Mission:* A citizen’s organization dedicated to the stewardship and improvement of Hermann Park – today and for generations to come. The Conservancy conservation director is developing a dynamic management plan for approximately 8500 trees in Hermann Park, and since there are trees that either are removed or are planted on a regular basis. The map showing the locations, species, size and condition of these trees also change. The intern will be responsible for updating the tree map utilizing GPS technology and GIS software and contributing to the tree management plan based on research on a specific relative topic. Additionally, the intern will assist the volunteer coordinate with the recruitment of volunteers and facilitation of tree related volunteer programs in the park.

Contact: Barbara Jo Harwell at barbara_Jo@hermannpark.org Website: www.hermannpark.org

**31. Holocaust Museum Houston: Public Relations and Marketing Intern (Public Relations/Marketing)**

*Mission:* Dedicated to educating people about the Holocaust, remembering the 6 million Jews and other innocent victims and honoring the survivors' legacy. Using the lessons of the Holocaust and other genocides, we teach the dangers of hatred, prejudice and apathy. This internship is offered in cooperation with the ExxonMobil Community Summer Jobs Program, and offers an opportunity for experience in a professional public relations/marketing environment focused on marketing the Museum and our educational programs that promote awareness of the dangers of intolerance, prejudice, discrimination and violence worldwide through print, broadcast and other electronic communications media.

Contact: Ira Perry at iperry@hmh.org Website: www.hmh.org

**32. HomeAid Houston: Special Events and Marketing Assistant (Development/Special Events)**

*Mission:* To build new lives for homeless families and individuals through housing and community outreach. This internship involves overseeing the many facets of HomeAid Houston’s annual fundraiser, Project Playhouse. It is perfectly suited for an intern as it is a self-contained project of a manageable size with a specific start and end date, utilizing many executive skills including marketing, sales, management, event coordination, public speaking and time management, to name a few. Additionally, it encourages the intern to "think outside of the box" creatively to implement marketing ideas which enhance sales of raffle tickets for the event.

Contact: Bette Moser at bettemoser@homeaidhouston.org Website: www.homeaidhouston.org

**33. Houston Ballet Foundation: Academy Special Projects Intern (Program Coordination/Management)**

*Mission:* To inspire a lasting love and appreciation for dance through artistic excellence, exhilarating performances, innovative choreography and superb educational programs. This internship will provide valuable experience to any student that wishes to explore a career in arts administration. Houston Ballet Academy executes many of the same functions as a professional dance company, and offers the intern the ability to interface with various departments and personnel relating to ballet administration, marketing, public relations, development, education outreach, and project management. Houston Ballet Academy is fortunate to have the resources of the Houston Ballet Foundation, allowing interns the rare opportunity to work with world-class professionals.

Contact: Christine Stone Martin at cstonemartin@houstonballet.org Website: www.houstonballet.org
34. Houston Community ToolBank: **Marketing & Outreach Coordinator (Public Relations/Marketing)**

**Mission:** Stewards an inventory of tools for lending to charitable organizations to increase the impact of their mission-related efforts in the community. The internship will allow for the individual to take creative responsibility while building a platform to reach targeted audience. The individual will work closely with the Executive Director in implementing a strategic campaign to establish the ToolBank in the Houston market. The internship will foster creative growth and networking opportunities for the individual.

**Contact:** Jon-Michael Laboski at JonMichael.Laboski@toolbank.org  
**Website:** www.Houston.ToolBank.org

35. Houston Symphony: **Education and Community Programming Intern (Program Coordination/Management)**

**Mission:** To inspire and enrich the lives of our diverse citizenry through outstanding symphonic music performed by our great orchestra. The Education and Community Programming intern will be the driving force behind the execution of the Symphony’s Day of Music. The intern will also participate in implementing the Symphony’s new School Partnerships program.

**Contact:** Steve Wenig at steve.wenig@houstonsymphony.org  
**Website:** www.houstonsymphony.org

36. Houston Tomorrow: **Events & Communications Intern (Development/Special Events)**

**Mission:** Improve the quality of life of all the people of the Houston region through research, education, and discussion. The intern will be responsible for handling all social media and communication efforts on behalf of the organization. He or she will also be charged with the task of maintaining the daily news stories on the Houston Tomorrow website in conjunction with sending out a weekly newsletter that showcases the efforts to advance Quality of Life issues within the Houston Region. Additionally, said intern will help to plan, schedule and assist in needs around the production of Houston Tomorrow sponsored or partnered events.

**Contact:** Jay Crossley at jay.crossley@houstontomorrow.org  
**Website:** www.houstontomorrow.org

37. Houston Wilderness: **Ecosystem Services Manager Intern (Program Coordination/Management)**

**Mission:** Houston Wilderness is a broad-based alliance of business, environmental, and government interests that act in concert to protect, preserve, and promote the unique biodiversity of the region’s precious remaining ecological capital from bottomland hardwoods and prairie grasslands to pine forests and wetlands. This internship has been created to provide essential services to the organization with respect to ecosystem services research and data aggregation, reporting new developments within the field in papers and presentations, and to create and apply GIS maps and figures for use in presentations, grant proposals and collaborative access meetings. The internship also requires management duties related to the Gulf-Houston Regional Conservation Planning Group initiative (RCP); these include organizing collaborative meetings with Network Partners and monitoring projects related to RCP work.

**Contact:** Deborah January-Bevers at deborah@houstonwilderness.org  
**Website:** www.houstonwilderness.org

38. Houston Zoo, Inc.: **Zookeeper Intern (Animal Care)**

**Mission:** The Houston Zoo provides a fun, unique, and inspirational experience fostering appreciation, knowledge, and care for the natural world. The Intern will be responsible for learning the role of animal husbandry through assisting with cleaning habitats and holding areas, preparing animal diets, maintaining exhibits, and providing environmental and behavioral enrichment activities. Additional learning opportunities arise through interaction with Zoo guests as well as working with other Zoo departments.

**Contact:** Samantha Junker at sjunker@houstonzoo.org  
**Website:** www.houstonzoo.org

39. Interfaith of the Woodlands: **Summer Intern, Programs and Services (Program Coordination/Management)**

**Mission:** Interfaith of The Woodlands is a faith based organization bringing people together to build a more loving and caring community through service. Internship will support Senior, Family and Volunteer services staff with social service tasks. Main responsibilities include working in the Food Pantry, coordinating activities and day trips for seniors and working with Volunteers on special projects and bi-weekly orientations.

**Contact:** Laura Looper at llooper@woodlandsinterfaith.org  
**Website:** www.woodlandsinterfaith.org

40. International Rett Syndrome Foundation: **Summer Intern (Development/Special Events)**

**Mission:** To fund research for treatments and a cure for Rett syndrome while enhancing the overall quality of life for those living with Rett syndrome by providing information, programs, and services.
The internship will include all aspects of the mission of the international Rett Syndrome Foundation. The intern will assist in updating the Texas database of families, reaching out to those families to help develop connection to assist with family empowerment, and to help plan the Texas Strollathon and the Picture a Cure Gala. The intern will be directly supervised by the Executive Director but will also be supported by Kenna Seiler/Board Member who is located in Texas to ensure success of the project.

Contact: Kenna Seiler at kenna.seiler@thesellerlawfirm.com Website: www.rettsyndrome.org

41. KIPP Houston Public Schools: New Hire Data Coordinator (Talent/HR)

Mission: Develop in under-served students the academic skills, intellectual habits, and qualities of character necessary to succeed at all levels of pre-kindergarten through 12th grade, college, and the competitive world beyond.

Our new hires interact first with the recruitment team, then with the HR team, and then with the talent development team. The intern will be responsible for devising and administering an intake process by which the 3 teams will track the information collected from and communicated to new employees, ensuring a welcoming, smooth and supportive start.

Contact: Rebecca Alsup at ralsup@kipphouston.org Website: www.kipphouston.org

42. Literacy Advance of Houston: Alumni Engagement Intern (Program Coordination/Management)

Mission: Transforming lives and communities through the doorway of literacy.

The Alumni Engagement Intern will develop a sustainable system of alumni involvement opportunities for our graduating English as Second Language learners. This system will include the development of resource packets for exiting learners, the dissemination of ongoing volunteer opportunities and alumni activities, and if time allows the creation of a “Speaker’s Bureau” to train graduating students to become Literacy Advance advocates through speaking engagements and other community activities.

Contact: Kathryn Bauchelle at hr@literacyadvance.org Website: www.literacyadvance.org

43. Local Initiatives Support Corporation: Communications Intern (Public Relations/Marketing)

Mission: Dedicated to helping nonprofit community development organizations transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity- good places to work, do business and raise families. Since 1989, Houston LISC has worked to achieve this mission through investing in real estate, increasing family income and wealth, stimulating economic development, and supporting the growth of sustainable communities.

The Communications intern will be integral in planning workshops, creating public relations materials, managing the 25th anniversary website and online registration, and corresponding with sponsors and symposium attendees.

Contact: Jodi Smith at jsmith@lisc.org Website: www.lisc.org/houston

44. Love Fosters Hope: Emerging Leader Developer Intern (Program Coordination/Management)

Mission: To inspire hope and bring healing to foster children and youth.

The intern will help review and select interactive leadership development material (videos, books, challenge courses, games, etc.) used to help quip teens. In addition, the intern will assist teens in creating and completing their presentations of “My life in Foster Care,” which could include but is not limited to writing, speaking, art, video or drama.

Contact: Cindy Mericle at Director@lovefostershope.org Website: www.lovefostershope.org

45. Memorial Assistance Ministries: Employment Navigation and Research Associate (Casework/Counseling)

Mission: To assure that families have the means to meet their basic needs.

The intern will work directly with our team of employment specialists to learn the skills to support clients who participate in our Employment Services Program. The intern will gain hands-on experience with project management, conducting research, developing marketing materials, and working one-on-one with clients to develop the skills needed to thrive in social service and human resources fields. This work will include projects assisting clients with job market navigation through resume building, workshops, interviewing, and other employment opportunities.

Contact: Bethlehem Zewede at bzewede@maministries.org Website: www.helpherehelpnow.org

46. The Monarch School: Group Mentor/Support Teacher (Education/Instruction)

Mission: Dedicated to providing an innovative therapeutic education to individuals with neurological differences.

This internship provides the opportunity for both direct interaction with children with neurological differences ages 4-20 and the opportunity to review and format data for research projects and program evaluation. Supervision from multidisciplinary team of professionals offer the intern expose to a variety of disciplines: i.e. education, speech/language, social work, educational psychology and psychology. As time permits experience in the development office is provided.

Contact: Julie Maru at jmaru@monarchschool.org Website: www.monarchschool.org
47. Montgomery County United Way: Days of Caring project Coordinator (Development/Special Events)
Mission: To improve people's lives by mobilizing the caring power of our community.
The internship will be very hands-on, not only will he/she develop the manual but he/she will also implement the drive from start to finish. This will utilize the entire eight weeks of the internship. There will also be opportunities to attend staff meetings, board meetings, agency site visits and homeowner site visits.
Contact: Summer Darnell at summer@mcuw.org Website: www.mcuw.org

48. Museum of Fine Arts Houston: Summer Studio and Gallery Programs Intern (Education/Instruction)
Mission: Dedicated to excellence in collecting, exhibiting, preserving, conserving, and interpreting art for all people.
The intern will gain administrative experience by working with the museum staff in the Department of Learning and Interpretation to develop and prepare art making activities in the studio as well as interactive experiences in the museum galleries. He or she will also work directly with museum visitors, engaging intergenerational learners in the studio and the galleries.
Contact: Kelley Magill at kmagill@mfah.org Website: www.mfah.org

49. The Parish School: Graphic Design Intern (Public Relations/Marketing)
Mission: To identify, educate and empower children who have language and learning differences.
The Parish School’s Graphic Intern will work in a small advancement department, which includes fund development, communications, marketing, special events, and volunteerism. This internship will provide a wide variety of hands-on projects with the opportunity to shape the experience to match the strengths and desired competencies of the intern. At the end of the experience, the intern will have solid print and digital material for their portfolio as well as important job training.
Contact: Amy Tanner at atanner@parishschool.org Website: www.parishschool.org

50. Partnership for the Advancement & Immersion of Refugees (PAIR): Summer Program Coordinator (Child/Youth Assistance)
Mission: Empowers refugee youth to navigate American society, reach their academic potential, and become community leaders through educational mentoring programs.
Collaborate with PAIR staff and volunteers to plan, organize, implement, and evaluate an educational summer program for refugee youth ages 11-14 which cultivates English language skills and social and emotional development among participants.
Contact: Shaina Holm at shaina@pairhouston.org Website: www.pairhouston.org

51. The Periwinkle Foundation: Summer Programs Coordinator (Volunteer Coordination)
Mission: Develops and provides programs that positively change the lives of children, young adults and families who are challenged by cancer and other life threatening illnesses and are cared for at Texas Children's Hospital.
The Periwinkle Foundation’s Summer Programs Coordinator will recruit, schedule, train and recognize over 150 volunteers and donors for Camp Periwinkle’s Special Summer Programs. The intern will work with the Program Director and Community Programs Manager to update a formal “Day Volunteer” information packet and manual which will be utilized in the training process of volunteers for the special programs that take place at camp. He or she will also collaborate with the Development Coordinator and Manager to organize and implement Visitors Day.
Contact: Erin Overhouse at eoverhouse@periwinklefoundation.org Website: www.periwinklefoundation.org

52. The Players Theatre Company: Community Outreach Specialist (Public Relations/Marketing)
Mission: The purpose for which this corporation is formed is to produce and present professional level dramatic productions as an educational, cultural, nonprofit project. Its activities are open to active participation by the entire community.
The internship will provide an opportunity to both help our nonprofit agency meet its objectives and train the intern in nonprofit business practices as well as theatrical practices. Develop outreach programs to penetrate more of our community.
Contact: Joe Viser at owentheatre@gmail.com Website: www.theplayerstc.com

53. Playworks: Community Engagement Coordinator (Education/Instruction)
Mission: To improve the health and well-being of children by increasing opportunities for safe, meaningful play.
The Community Engagement Coordinator will develop and implement a comprehensive play and youth development program for the summer called, ‘Rolling Recess.’ She/he will be focused on program planning and recruiting various resources to dedicate to this project.
Contact: Stacey Hewitt at stacey.hewitt@playworks.org Website: www.playworks.org/communities/texas
54. Positively Houston: Associate Producer (Program Coordination/Management)
   **Mission:** EDUCATE, ENCOURAGE & ENTERTAIN: Positively Houston News is a new kind of local news program produced in association with the University of St. Thomas since 2005. Associate Producer Internship who will work in all areas of show production including story research and selection, writing show opens, transitions, conclusions, headlines and interview descriptions, interview scheduling, publishing stories to website, YouTube channel and social pages and working closely with the Positive Press Team to produce the show. The intern may also have the opportunity to participate in board meetings and community outreach initiatives.
   **Contacts:** Christina Maxwell at cmaxwell@positivelyhouston.com Website: www.PositivelyHouston.com

55. Project C.U.R.E.: Volunteer Management Intern (Volunteer Coordination)
   **Mission:** Identifies, solicits, collects, sorts, and distributes medical supplies and services to the imperative need of the world.
   Our intern will recruit, train and supervise volunteers from community organizations, faith-based groups, schools, and colleges. He/she will focus on volunteer retention. After being thoroughly trained and working confidently within Project C.U.R.E., our intern will work to create and implement a volunteer survey in order to evaluate and enhance our volunteer retention.
   **Contact:** Sarrah LeMoss at sarrahlemoss@projectcure.org Website: www.projectcure.org

56. The Rose: Annual Gifts & Special Events Assistant (Development/Special Events)
   **Mission:** To reduce the annual costs of breast cancer by providing screening, diagnostics, and access to treatment for all women regardless of their ability to pay.
   This internship allows the student to learn how to plan and implement a major fundraising event. During the eight-week period, the intern will experience all aspects of organizing a fundraising event including: volunteer coordination, budget management & reporting, donation solicitation, working with a planning committee, post event acknowledgements and event wrap up. The intern will leave this internship with a vast understanding of how a non-profit operates and produces a fundraising event.
   **Contact:** Andrea Ghotekar at aghotekar@therose.org Website: www.therose.org

57. SEARCH Homeless Services: Welcome Home Project Intern (Program Coordination/Management)
   **Mission:** Provide Hope, Create Opportunity, and Transform Lives.
   The Welcome Home Project Intern will assist in transitioning formerly homeless individuals and families from the street to stable permanent housing. In phase one, the intern will spend time immersed in unique and thoughtful hands-on experiences aimed at creating foundational knowledge of homelessness in Houston. Phase two of the internship will focus on two projects that apply the new learning: 1) creating a comprehensive Tenant’s Guidebook for those new to housing, and 2) facilitating the day-to-day operation of SEARCH’s involvement in the Furniture Fund and Welcome Home Baskets; two community-wide, “barrier buster” projects.
   **Contact:** Alexis Loving at ALoving@searchhomeless.org Website: www.searchhomeless.org

58. Souper Bowl of Caring: Communications and Outreach Intern (Public Relations/Marketing)
   **Mission:** Using the energy of the Super Bowl to mobilize youth in a united national effort to care for people in their local communities who are hungry and those in need.
   The Communications and Outreach Intern will report to the Communications and Food Drive Coordinator, but work closely with all staff to assist in the implementation of the communications plan, including resource development, media relations, event planning, participant recruitment and retention and youth leadership training.
   **Contact:** Melissa Daigneau at melissa@souperbowl.org Website: www.souperbowl.org

59. Star of Hope Mission: Summer Program Events Coordinator (Child/Youth Assistance)
   **Mission:** Star of Hope is a Christ-centered community dedicated to meeting the needs of homeless men, women and their children. Positive life changes are encouraged through structured programs that focus on spiritual growth, education, career development, life management and recovery from substance abuse.
   This internship requires a bright, dynamic, and energetic student interested in gaining an understanding of the nonprofit arena and how to work with and serve the homeless population. The intern will work closely with the Manager of Children’s Services who will guide and mentor the intern. This internship will provide the intern with the opportunity for growth in the areas of leadership, management, communication, and project development in nonprofit organizations, as well as working with and serving the homeless population.
   **Contact:** Gabriela Kacian at gkocian@sohmission.org Website: www.sohmission.org

60. The Student Conservation Association (SCA): SCA Community Programs Conservation Assistant (Program Coordination/Management)
   **Mission:** To build the next generation of conservation leaders and inspire lifelong stewardship of the environment and communities by engaging young people in hands-on service to the land.
For SCA Houston, the goal of this internship is two-fold: first to introduce the intern to the nonprofit world as a whole, and then second, to connect the intern to youth development and conservation fields. This internship is yet another opportunity to allow SCA to complete it's mission: connecting a young person to conservation work and facilitating his or her leadership development. The intern will be exposed to the important administrative processes that are critical to successful nonprofit work and will gain experience in working with young people and in conservation service.

Contact: Julie Mintzer at jmintzer@thesca.org Website: www.thesca.org

61. Trees For Houston: Project Coordinator (Program Coordination/Management)
Mission: To plant, protect, and promote trees.
Our Project Coordinator will focus on managing conservation projects, facilitate the set up and inventory for our newest tree nursery, implement projects for our nursery/horticulture center, maintain existing projects, update our tree planting database and create our 2015-2016 planting plan. Our intern will gain valuable knowledge about the inner working of a non-profit and will have the opportunity to work with many different people who help make our organization successful.
Contact: Katherine Bravo at katherine@treesforhouston.org Website: www.treesforhouston.org

62. Urban Harvest, Inc.: Youth Garden Instructor and Program Outreach (Education/Instruction)
Mission: Encourages community, good nutrition and sustainability through the teaching and support of organic gardening.
During the month of June: Teach youth gardening & nutrition at inner city schools; assist with Program Outreach events. During July: Create Multi-media reports summarizing impact of Urban Harvest youth gardening and nutrition programs.
Contact: Carol Burton at carol@urbanharvest.org Website: www.urbanharvest.org

63. Vita-Living, Inc.: Public Relations Coordinator (Public Relations/Marketing)
Mission: To provide lifelong services and supports for children and adults with intellectual and developmental disabilities to promote personal growth toward a safe, satisfying, and meaningful life in their community. Vita-Living seeks an analytical thinker to evaluate our current public relations practices, recommend changes and design a strategy to implement that feedback. This individual will then oversee the pilot of that strategy with our new network for young professionals.
Contact: Jillian at jday@vitaliving.org Website: www.vitaliving.org

64. Volunteer Houston: ExxonMobil Community Summer Jobs Program Coordinator (Program Coordination/Management)
Mission: To effectively engage people and resources in volunteering and service.
A great internship opportunity to gain many professional skills and to discover numerous nonprofit agencies in the Greater Houston area in a fun work environment. The intern will coordinate and conduct the ExxonMobil Community Summer Jobs Program's activities for peers including site visits to participating agencies, community service projects, development seminars, social events and online networking.
Contact: Ashley Francis at ashleyf@volunteerhouston.org Website: www.volunteerhouston.org

65. Wildlife Center of Texas: Wildlife Care Provider and Environmental Educator (Animal Care and Education)
Mission: Care for injured, ill, and orphaned native wildlife through rehabilitation.
The intern will be responsible for wildlife care under the direction of the operations manager, work with and direct volunteers, educate the public about peaceful coexistence with wildlife, and will also handle and develop curriculum for educational presentations.
Contact: Debbie Mitchell at mitchellfam5@sbcglobal.net Website: www.wildlifecenteroftexas.org

66. The Women's Home: Development Assistant / Fashion Show (Development/Special Events)
Mission: To help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals.
This internship focuses primarily on this fashion show. This intern will be responsible for the event planning, promotion and implementation, market research, donor recruitment and volunteer coordination for this event.
Contact: Chau Nguyen at cnguyen@thewomenshome.org Website: www.thewomenshome.org

67. Writers in the Schools: Meta-Four Assistant Coach (Education/Instruction)
Mission: To engage children in the pleasure and power of reading and writing.
Writers in the Schools (WITS) is recruiting an Assistant Coach for its Meta-Four Houston youth performance poetry team. This full-time internship will provide one intern with the opportunity to coach and mentor youth performance poets who are members of the 2015 Meta-Four Houston team by leading writing and performance workshops, as well as assisting the Meta-Four coaches and supervisors in workshop settings. The Meta-Four
Assistant Coach will also coordinate performance slams and events for the team, photograph or video the performances, and create a social media marketing package that highlights the team’s work and successes. **Contact:** Jack McBride at [jmcbride@witshouston.org](mailto:jmcbride@witshouston.org) **Website:** [www.witshouston.org](http://www.witshouston.org)

**68. YES Prep Public Schools, Inc.: Education & Nonprofit Management Intern (Education/Instruction)**
**Mission:** To dramatically increase the number of economically disadvantaged students who graduate from four-year colleges prepared to compete in the global marketplace and give back to their communities. First, during summer school, our intern will teach a four-week class on an academic or enrichment topic of his/her choice and will be expected to develop an activity plan, write lesson plans, and manage a classroom of up to 22 students. Second, the internship will culminate with a four-week rotation at our central office, working with the Advancement (i.e., fundraising), Operations, and Finance teams as they prepare for the opening of five new schools in Houston, Texas and Memphis, Tennessee. **Contact:** Christa Queen-Sutherland at [sutherland@yesprep.org](mailto:sutherland@yesprep.org) **Website:** [www.yesprep.org](http://www.yesprep.org)

**69. YMCA International Services: Y International Archives Intern (Public Relations/Marketing)**
**Mission:** To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all. The Y International Archives Intern will serve as the Project Manager of the Y International History Project. The intern will collect the rich history of this center through interviews and testimonials and turn this into a compelling narrative to be added to the YMCA of Greater Houston History Book. **Contact:** Lisa Guitguit at [lisag@ymcahouston.org](mailto:lisag@ymcahouston.org) **Website:** [www.ymcainternationalservices.org](http://www.ymcainternationalservices.org)

**70. Young Audiences of Houston: Graphic Design Intern (Public Relations/Marketing)**
**Mission:** To educate and inspire children through the arts, to make the arts an integral part of the school curriculum, and to advance the field of arts in education through teacher professional development training and community partnerships. The Graphic Design Intern will design web and print materials for Young Audiences of Houston. Projects will include promotional postcards, organizational brochures, event posters, eblast templates, and Young Audiences of Houston’s annual report. The Graphic Design Intern will work closely with the Program Director and Marketing Manager to ensure that these projects are aligned with Young Audiences of Houston’s mission. Throughout the internship, the Graphic Design Intern will have the opportunity to present the prepared materials to Young Audiences of Houston’s staff to receive feedback and gain valuable presentation skills. **Contact:** Eryn Bauer at [eryn@yahouston.org](mailto:eryn@yahouston.org) **Website:** [www.ymcainternationalservices.org](http://www.ymcainternationalservices.org)