2015 Shell Nonprofit Internship Program

The Shell Nonprofit Internship Program, managed by Volunteer Houston, provides a $2,500 grant to 40 nonprofit agencies in the Greater Houston Area 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 a Shell Nonprofit Internship Program intern at that agency.
- Family members of Shell 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 Shell Nonprofit Internship Program Internships

1. **American Red Cross – Texas Gulf Coast Chapter: Fund Development Project Manager (Development/Special Events)**
   **Mission:** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.
   The American Red Cross – Houston Chapter seeks a dynamic, self-starter to assist with fund development activities. This is an excellent opportunity to experience the foundations of nonprofit fund development. Intern will learn how to develop strategies necessary to grow, support and strengthen an organization. This is an excellent opportunity for a college student who has an interest in Health and Human Services in the Greater Houston Area. This position will work on the Special Projects Team for the Centennial Celebration of the Red Cross.
   **Contact:** Ronald Jackson at ronald.jackson@redcross.org Website: [www.houstonredcross.org](http://www.houstonredcross.org)

2. **Bayou Land Conservancy: Land Steward Intern (Program Coordination/Management)**
   **Mission:** Bayou Land Conservancy is a community-sponsored land preservation organization working with willing landowners to permanently protect land in the greater Houston region. We preserve river and bayou corridors, other properties with significant wildlife habitat value and places where family recreation can occur in harmony with nature. Our “No child Left inside” education program connects tomorrow’s conservation leaders with nature today.
   The Land Steward Intern will collect and provide technical and scientific information for the conservation of lands and bayou systems in the Houston region. The biologist will perform fieldwork, including ecosystem assessment, field monitoring, and management and research duties associated with wildlife habitat and water quality preservation. The successful candidate will be responsible for coordinating and leading teams of volunteers, preparing biological technical reports, mapping and interacting with landowners and regulatory agencies.
   **Contact:** Suzanne Simpson at ssimpson@bayouland.org Website: [www.bayoulandconservancy.org](http://www.bayoulandconservancy.org)

3. **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

4. Change Happens!: Development Assistant (Development/Special Events)
Mission: To empower families to help themselves. Change Happens! Creates positive opportunities where every person is empowered to uplift, inspire, and create better lives and better communities. Students gain a great deal working with the Change Happens! Development team. The internship will provide the student with experience in the planning and implementation of special and other fundraising activities. They will also gain knowledge in the research process for grant writing.
Contact: Trinell Davis at tdamis@changehappenstx.org Website: www.changehappenstx.org

5. Citizens’ Environmental Coalition: Volunteer Coordinator (Volunteer Coordination)
Mission: To foster education, dialogue, and collaboration on environmental issues in the Houston/Gulf Coast region. The intern will develop materials for a volunteer program and will begin implementing the program for the CEC. Work products will include materials such as a volunteer policy handbook, job descriptions, recruitment strategies, orientation handbook, and support for volunteer board members.
Contact: Rachel Powers at Rachel@cechouston.org Website: www.cechouston.org

6. Communities In Schools of Houston: 2015 HBA/CIS Summer Legal Internship 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 college intern will support the 2015 HBA/CIS Summer Legal Program by serving as a program coordinator overseeing and supporting high school students as they make their transition into a professional environment. The intern will collaborate with program stakeholders (i.e. legal partners) to ensure participant and program success. And, this individual will be the critical planner for the culminating celebration to commemorate the transformative process from high school student to employable individual.
Contact: Angelica Adams at angelica@cis-houston.org Website: www.cishouston.org

7. Council for Environmental Education: Program Assistant (Other: Research)
Mission: To provide environmental education programs and services that promote stewardship of the environment and further the capacity of learners to make informed decisions. The Program Assistant will play a huge role with the Council for Environmental Education (CEE) as it undergoes an expansion effort in updating the Project WILD K-12 Curriculum and activity guide. As the cornerstone publication for the Project WILD program, this curriculum helps thousands of K-12 educators each year throughout North America engage students in hands-on activities and projects involving the study and stewardship of wildlife. Updating the curriculum guide will involve the Program Assistant in researching wildlife conservation issues, conservation organizations, and educational standards and methodology; he/she will have the opportunity to help draft and edit activities and other texts that ultimately be published for professional K-12 educators when implementing Project WILD activities.
Contact: Josetta Hawthorne at josettah@aol.com Website: www.councilforee.org

8. Cristo Rey Jesuit College Preparatory School of Houston: Cristo Rey Jesuit Summer Intern (Program Coordination/Management)
Mission: Cristo Rey Jesuit, a Catholic high school, combines personal responsibility, academic rigor, and a corporate work-study program to empower students of all faiths from economically challenged families to reach their full potential. The primary responsibility for the summer intern at Cristo Rey Jesuit is to organize, manage, and work with students who are in the summer school program. The intern will also assist the Corporate Work Study Program prepare for the Summer Training Institute.
Contact: Ashley John at ajohn@cristoreyjesuit.org Website: www.cristoreyjesuit.org

9. C-STEM Teacher and Student Support Services, Inc.: IT Intern (Technical/Computing)
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. Ensure project product and services meet certain standards and satisfies requirements. Open source programming language skills to develop games, power Web applications, mobile application, and technology integration tools.
Contact: Reagan Flowers at rflowers@cstem.org Website: www.cstem.org

10. Easter Seals Great Houston: Summer Camp Intern (Child/Youth Assistance)
Mission: To provide exceptional services to ensure all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.

The Shell Intern will help coordinate seven weeks of summer camp for children with disabilities. Four weeks will serve children with various disabilities and their siblings in special supported environments throughout the greater Houston area, two of the weeks will serve children with various disabilities in a supported inclusive environment at two local community camps, and one of the weeks will serve children with a primary diagnosis of Cerebral Palsy at a fully accessible overnight camp facility. Three weeks will be spent at the Easter Seals office, one week at the start of the internship will be spent in training, the other week in office the intern will help prepare and attain materials needed for our overnight camp, and the last week will be spent wrapping up the end of our summer camps.

Contact: Lindsey Holton at lholt@eastersealshouston.org Website: www.eastersealshouston.org

11. Harris County Public Health & Environmental Services: Health Impact Assessment Intern (Other: Community Engagement/Partnership)
Mission: *Promoting a Healthy and Safe Community * Preventing Illness and Injury *Protecting You...HCPHES, Your Department for Life.

The Shell Nonprofit Internship Program Health Impact Assessment Intern will contribute to the development of a Healthy Community, Healthy Environment Program that will promote safe and healthy environmental design throughout Harris County. The intern will work with both internal and external stakeholders representing partners from other governmental organizations, community groups, and residents, to evaluate the potential health effects of proposed policies, plans, programs, and projects on the health of the Harris county community.

Contact: Ashley Minkeu at aminkeu@hcphes.org Website: www.hcphes.org

Mission: A citizen’s organization dedicated to the stewardship and improvement of Hermann Park – today and for generations to come.

The intern will assist Hermann Park Conservancy’s (HPC) Conservation Director with aspects of the continuing development of a reforestation plan and will work with the marketing/communications staff to include a Hermann Park tree and plant database for HPC’s newly renovated website. The intern will create maps to reflect the square footage, maintenance needs, and elements of the renovation of the $31 million, 15-acre McGovern Centennial Gardens to include turf areas, hardscapes, horticulture, trees and structures. The intern will also work alongside the HPC manager of volunteer programs with volunteer project facilitation with regard to tree plantings, tree care, park maintenance and other Hermann Park improvement projects.

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

13. Houston Aphasia Recovery Center (HARC): Development and Community Outreach Intern (Development/Special Events)
Mission: The Houston Aphasia Recovery Center (HARC) provides a wellness program, education, advocacy and resources for people with aphasia, their caregivers, and the greater Houston medical community, creating a safe haven where participants come for therapeutic socialization and long-term recovery.

The Development and Community Outreach internship provides an opportunity to gain knowledge and practical experience in the field of development in a professional nonprofit setting. The intern will lead and contribute in managing and expanding HARC’s donor base, seeking new and diverse prospective individuals, foundations, and corporations. The intern will primarily focus on fostering potential young donors, through creating a young professional organization and planning an event for this group.

Contact: Emily Brents at ebrents@harctx.org Website: www.harctx.org

14. Houston Area Urban League: Development Assistant (Development/Special Events)
Mission: To enable African Americans and other minorities to secure economic self-reliance, parity, power and civil rights.

This position assists the Director of Fund Development with special events, marketing, public relations, membership and general fundraising operations. The Development Assistant intern operates under the supervision of the Director of Fund Development.

Contact: Elmer Rogers at elmerr@haul.org Website: www.haul.org

15. Houston Ballet Foundation: Education and Outreach 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 college student that wishes to explore a career in arts administration and/or dance education. During the internship, the Shell Nonprofit Program intern will be tasked with collecting and analyzing data from the 2014 - 2015 Education and Outreach programming, assist with Education and
16. Houston Zoo: Kipp Aquarium Intern (Other: Animal Care)
**Mission:** The Houston Zoo provides a fun, unique, and inspirational experience fostering appreciation, knowledge, and care for the natural world.
As in past years, the Houston Zoo’s Kipp Aquarium Intern will be assigned to work with the Zoo’s Aquarists under the direction of the Aquarium supervisor. The intern will be responsible for assisting in providing animal care in the aquarium and quarantine areas to continually improve the quality of life for the Zoo’s aquatic animal collection.
**Contact:** Mike Concannon at mconcannon@houstonzoo.org, Website: www.houstonzoo.org

17. Houston Community Toolbank: Development Coordinator (Development/Special Events)
**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 develop the Toolbank with community partners. 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 for the individual.
**Contact:** Jon-Michael Laboski at JonMichael.Laboski@toolbank.org, Website: www.Houston.ToolBank.org

18. Houston Food Bank: Kids Cafe Summer Site Coordinator (Child/Youth Assistance)
**Mission:** Leading the fight against hunger.
The intern's primary responsibility is for the quality control of meal service and nutrition education to community sites participating in the summer food program with the Houston Food Bank. The intern will build rapport and relationships with sites to ensure program compliance and site satisfaction.
**Contact:** Becky Pahlka at rpahlka@houstonfoodbank.org, Website: www.houstonfoodbank.org

19. Houston Maritime Museum: Education Intern (Education/Instruction)
**Mission:** To capture and preserve the wonder and influence of maritime history and the marine industry with focus on the development of Houston, the Texas Gulf Coast, and the State of Texas.
The Education Internship is designed to engage the student's communication, research and management skills as the intern will be tasked with developing a new docent training program and producing corresponding guides or handouts. This will involve collaborating with HMM’s staff and Master Docents to gain familiarity with the museum’s collections and to understand the museum’s desired visitor experience. Additionally, the intern will have the opportunity to understand the operations of small museums by assisting with events, attending board meetings, and interacting with our visitors and community.
**Contact:** Kristin Josvoll at kjosvoll@houstonmaritimemuseum.org, Website: www.houstonmaritimemuseum.org

20. Houston Wilderness: Sam Houston Greenbelt Network (SHGN) 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. The Sam Houston Greenbelt Network internship comprises four primary activities that are performed under the direction of Houston Wilderness’ President and CEO, Deborah January-Bevers. These duties include regional project coordination, federal and state grant research, grant writing, and convening network partners to help protect the 10 diverse ecoregions surrounding the greater Houston area.
**Contact:** Deborah January-Bevers at Deborah@houstonwilderness.org, Website: www.houstonwilderness.org

21. Houston Zoo, Inc.: Kipp Aquarium Intern (Other: Animal Care)
**Mission:** The Houston Zoo provides a fun, unique, and inspirational experience fostering appreciation, knowledge, and care for the natural world.
As in past years, the Houston Zoo’s Kipp Aquarium Intern will be assigned to work with the Zoo’s Aquarists under the direction of the Aquarium supervisor. The intern will be responsible for assisting in providing animal care in the aquarium and quarantine areas to continually improve the quality of life for the Zoo’s aquatic animal collection. Additionally, the intern will have the opportunity to interact with guests through Keeper Talks, which provide education regarding the Zoo’s animals and their natural habitats.
**Contact:** Mike Concannon at mconcannon@houstonzoo.org, Website: www.houstonzoo.org

22. Interfaith Ministries for Greater Houston: Resettlement Case Worker (Program Coordination/Management)
**Mission:** Interfaith Ministries for Greater Houston brings people of diverse faith traditions together for dialogue, collaboration and service as a demonstration of our shared beliefs.
The internship will provide an opportunity for direct client interaction and direct client support through Case Management. The internship will provide an opportunity for the intern to meet refugees from different parts of the world and help reach self-sufficiently through a holistic case work approach to meet the needs of the newly arrived refugees and help them in their transition time in the Houston area.

**Contact:** Geleta Mekonnen at gmekonnen@lmgh.org Website: www.lmgh.org

23. **Literacy Advance: Storytelling Intern (Public Relations/Marketing)**

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

The Storytelling Intern will engage Literacy Advance clients in informational interviews to learn about their personal stories and journeys towards literacy, and will produce written content for use in external communication efforts. Using best practices in storytelling, nonprofit communications, and branding, the intern will bring our client stories to life – helping us effectively share our student’s successes with donors, partners, volunteers, and the larger Houston community.

**Contact:** Josh Beasley at hr@literacyadvance.org Website: www.literacyadvance.org

24. **Local Initiatives Support Corporation: Event Planning/Operations Intern (Development/Special Events)**

**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 Event Planning/Operations Intern will coordinate several important and high profile events, which may include groundbreaking for NFL Grassroots/KIPP, Quality of Life agreement community planning sessions, and 25th Anniversary welcome reception and neighborhood tour. The Event Planning/Operations Intern will oversee logistics and operations, internal coordination and planning, and assist with sponsorship, marketing, and registration for each event.

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

25. **LULAC National Educational Services Center, Inc.: Program Coordinator (Program Coordination/Management)**

**Mission:** To provide the highest quality educational opportunities that will empower members of the Hispanic/Latino community to maximize their personal and educational potential in order to become lifelong learners and leaders. The Program Coordinator will plan and implement the middle school summer program. Also, the Program Coordinator will develop recruiting materials, program materials, maintain student records, and supervise volunteers.

**Contact:** Roseann Blanco at blancorose@yahoo.com Website: www.lnesc.org

26. **Mamie George Community Center: Volunteer Services Intern (Volunteer Coordination)**

**Mission:** Guided by God’s love, Catholic Charities helps people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities. The purpose of this internship is to gain professional experience in the areas of recruitment, training, and management of volunteers. The intern will provide support to the Volunteer Manager by designing an outreach communication plan while researching various demographics to create a database of potential volunteer recruitment opportunities such as community events and organizations. The intern will also acquire an understanding of volunteer processing and onboarding by assisting with reference checks, volunteer file management, and conducting an on-site New Volunteer Orientation.

**Contact:** Dana Deats at ddeats@catholiccharities.org Website: www.catholiccharities.org

27. **The Mercer Society: Ethnobotanical Outreach Program Intern (Education)**

**Mission:** The Mercer Society, a 501(c)(3) nonprofit support organization, assists Mercer Botanic Gardens by organizing and implementing activities that encourage membership support, expand community awareness, and raise funds for the continued enhancement of programs and collections. Intern will be responsible for conducting plant inventories, researching ethnobotanical uses, and developing education materials. Educational materials will teach visitors uses for native and exotic plants adapted for growth in Houston climate.

**Contact:** Tami Benton at msociety@hcp4.net Website: www.themercersociety.org

28. **Nabor House Community: Summer Science Curriculum Intern (Education/Instruction)**

**Mission:** Nabor House Community invests time, talent, and money to create a welcoming, Christ-centered environment for children and families, promoting active-learning that ignites capable agents of change, which leads to tangible, positive outcomes. The summer intern would be responsible for developing early childhood science curriculum kits that can be utilized with children ages 2 to 5. In addition, the intern will visit the 2 Nabor House Community locations weekly and present
the kits and activities to the students as well as model them to the teachers. The intern will provide the teachers with additional extension activities so the science concepts can be explored through the week.

Contact: Kathie Hartzog at khartzog@naborhousecommunity.org Website: www.naborhousecommunity.org

29. SHAPE Community Center: AAYELP (Ayanna Ade Youth environmental Leadership Program) Assistant Program Coordinator (Program Coordination/Management)
   **Mission:** To improve the quality of life for people of African descent (all people) through programs and activities with emphasis on: Unity, Self-Determination, Collective Work and Responsibility, Cooperative Economics, Purpose, Creativity, and Faith.
   The intern would manage and coordinate the environmental leadership program for underserved middle school students. Under the supervision of the Program Coordinator, the intern will also guide the daily activities for the 8 week summer enrichment program.
   Contact: Nefertitti Jackmon at njackmon@shape.org Website: www.shape.org

30. The Periwinkle Foundation: Family Development Coordinator (Program Coordination/Management)
   **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 Family Development Coordinator will plan and execute an event during the month of July for camper families to gain invaluable information about the Periwinkle Foundation and the Camp Periwinkle experience. Our intern will be responsible for identifying the venue, developing an informative program, agenda, and timeline for the event, recruiting families, coordinating volunteers and guest speakers and working with the Camp Periwinkle Committee to update and print a “New Camper Welcome Brochure.” Our intern will also be responsible for planning fun, camp-like activities for the children to participate in during the parent information session.
   Contact: Erin Overhouse at eoverhouse@periwinklefoundation.org Website: www.periwinklefoundation.org

31. Playworks: Development Specialist (Development/Special Events)
   **Mission:** To improve the health and well-being of children by increasing opportunities for safe, meaningful play. The Development Specialist will assist the administrative team in identifying and attracting various funding sources including Foundations, Corporate Partnerships and Individual Donors. The Development Specialist will also have responsibilities related to Special event Planning, mainly preparation for Playworks’ October Golf Tournament. The Playworks Texas team will work with the Development Specialist to plan, coordinate and implement fund development which include researching funding sources, grant writing, relationship building with corporations and donors in order to meet development and budgetary targets. The Development Specialist will experience the organizations funding pattern, both at the end of Playworks’ fiscal year (June 30th) and at the beginning of the new fiscal year (July 1st).
   Contact: Stacey Hewitt at stacey.hewitt@playworks.org Website: www.playworks.org/communities/texas

32. The Printing Museum: Summer Book Arts Program Coordinator (Program Coordination/Management)
   **Mission:** To promote, preserve, and share the knowledge of printed communication and art as the greatest contributors to the development of the civilized world and the continuing advancement of freedom and literacy.
   The SBAS Education Program intern will be responsible for assisting in the coordination and execution of the museum’s Summer Book Arts Studio program, a four day workshop that enables students to gain hands-on experience in the historical art of bookmaking. On each successive day students participate in a 2.5 hour session, creating a different element for the finished book – including papermaking, paste paper application, printing and bookbinding – while gaining an understanding of the historical and contemporary significance of the printed word and image.
   Contact: Keelin Burrows at kburrows@printingmuseum.org Website: www.printingmuseum.org

33. Project C.U.R.E.: Supply Chain Management Intern (Other: Supply Chain Management)
   **Mission:** Identifies, solicits, collects, sorts, and distributes medical supplies and services to the imperative need of the world.
   The intern will work in all aspects of procurement and warehouse management in our busy warehouse. He/she will help to coordinate the planning, procurement, management, packing and international shipping of donated medical supplies and take an active role in training and supervising warehouse volunteers with an emphasis on safety. Our intern can expect to take progressively increasing ownership of our finished product: 40 foot ocean going cargo containers filled with other $400,000 worth of life saving medical supplies and equipment.
   Contact: Sarrah LeMoss at sarrahlemoss@projectcure.org Website: www.projectcure.org

34. Tahirih Justice Center: Development Intern (Development/Special Events)
   **Mission:** Tahirih Justice Center works to protect immigrant women and girls seeking justice in the United States from gender-based violence, leveraging both in-house and pro bono attorneys, we empower our clients to achieve justice and equality through holistic direct legal services and national public policy advocacy.
Tahirih seeks a Development Intern to commit to working 4 days a week for at least 35 hours a week during normal business hours. The Development Intern will work directly with the Development Manager to contribute to the effective coordination and delivery of local fundraising events and campaigns. The position is especially suited for interns with an interest in nonprofit fundraising and marketing. 

**Contact:** Paulina Valero at paulinav@tahirih.org Website: www.tahirih.org

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**35. Target Hunger: Community Relations Strategy Intern (Program Coordination/Management)**  
**Mission:** Is alleviating hunger and its root causes in the heart of Houston's inner city.  
The Community Relations Strategy internship will expose the student to how a nonprofit organization works with and relates to the community it serves through innovative projects. Our Annual Food Dash, the main project our intern will work on, will build their understanding of relationship building, project management, and volunteer development.  
**Contact:** Luis Rivas at luis.rivas@targethunger.org Website: www.targethunger.org

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**36. UNCF: Development Intern Coordinator (Development/Special Events)**  
**Mission:** To build a robust and nationally-recognized pipeline of under-represented students who, because of UNCF support, become highly-qualified college graduates and to ensure that our network of member institutions is a respected model of best practice in moving students to and through college.  
This internship is an excellent opportunity for an individual to experience various aspects of development while working for a well-known community based nonprofit organization. The development intern will work directly with the area director and development director by providing fundraising support in the areas of donor and public relations, direct mail appeals, and special events.  
**Contact:** Juana Collins at Juana.collins@uncf.org Website: www.uncf.org

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**37. Volunteer Houston: Shell Nonprofit Internship 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; to discover numerous nonprofit agencies in the Greater Houston area in a fun work environment; and to develop teenagers’ passion for volunteering. The Program Coordinator will manage the Shell Nonprofit Internship Program and the Volunteer Houston Summer Service Club consisting of special event planning, community service project facilitation, and collaborating with community partners.  
**Contact:** Ashley Francis at ashleyf@volunteerhouston.org Website: www.volunteerhouston.org

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**38. Women’s Business Enterprise Alliance: Marketing and Events Assistant (Public Relations/Marketing)**  
**Mission:** WBEA is committed to increasing business opportunities for woman-owned businesses and corporate members through education, programs, and professional networking.  
The internship will be an opportunity to learn how to promote and market a nonprofit organization. The intern will also learn how to plan and promote events and work with training and recruiting volunteers.  
**Contact:** Whitney Riley at wbeaevents@wbea-texas.org Website: www.wbea-texas.org

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**39. The Wood’s Project: Communications and Alumni Outreach Intern (Public Relations/Marketing)**  
**Mission:** To create wilderness education and exploration experiences that develops critical behaviors for disadvantaged students to achieve success in school and life.  
The person selected to fill this position will be tasked with developing and building the capacity of the organization through creating a media/communications plan that the organization will use for the 2015-2016 school year. This person will improve current social media use and explore alternative social media outlets that align with our mission.  
**Contact:** Maira dos Santos at Maira@thewoodsproject.org Website: www.thewoodsproject.org

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**40. Writers in the Schools: Education Marketing Intern (Education/Instruction)**  
**Mission:** To engage children in the pleasure and power of reading and writing.  
Writers in the Schools (WITS) is recruiting an Educational Marketing Intern. This full-time internship will provide one intern with the opportunity to teach creative writing to K-12 students and to design and create a marketing package/social media resource to be used to promote writers in the Schools.  
**Contact:** Jack McBride at jmcbride@witshouston.org Website: www.witshouston.org