

Intern Job Announcement

Position Contribution

The Internship Program strategically aligns with Helios' mission by providing the intern with applied experiences that strengthen postsecondary learning along with the benefits of workforce preparation and experiences.

An Intern working with the Foundation will have a deep commitment to the overall mission of the organization, its programs, guiding values and core beliefs. The intern works in support of the Foundation's goals by the working alongside staff members in the execution and contribution to specific assignments and projects. The intern's contributions provide the Foundation with a detailed student perspective on projects, grants and other business tasks that is valuable for enhancing and strategically guiding current and future endeavors. Examples of contributions and responsibilities include, but are not limited to the following:

- In collaboration with an aligned supervisor/mentor, develop specific learning objectives related to the intern's program of study, career aspirations and personal interests.
- Participate in an end-of-experience performance review that includes a self-evaluation component.
- Complete a rotation plan through the Foundations functional areas that includes assigned projects and tasks such as:
 - Develop and publish a multi-part blog series.
 - Participate in on-going grant activities such as preparing, attending and documenting site visits, video-conference, conference calls and related meetings.
 - Conduct research tasks and participate in analytical discussions to learn from research data.
 - Assist with data collection, documentation, and database management and configuration updates.
 - Respond to web-based inquiries.
- Develop models that showcase the Foundation's effort and update/revise existing documents Assist in any projects assigned, some tasks may require the interaction with multiple departments.
- Full time position with a minimum of 30 hours per week.
- This is a paid internship that may be eligible for college coursework credit.

The Candidate

In accordance to the above detailed responsibilities, the ideal candidate will possess the following skills and characteristics:

- A passion for philanthropy and education
- Ability to demonstrate how their passion will contribute to their work assignments
- Strong written and verbal communication skills
- Ability to think and write creatively
- Willingness to take initiative when assigned tasks, accountability in meeting deadlines, flexibility with continuous change, and receptive to constructive feedback
- Proficient in using Microsoft Office, specifically Word, Excel, PowerPoint and Publisher
- Ability to work both independently and in a collaborative team environment
- Comfortable using the internet for research
- Self-motivated

The following are some skills and benefits the candidate can expect to gain throughout the course of the internship:

- Application of critical thinking and thought partnering skills to the task of assessing grant proposals, reports and budgets
- Enhanced understanding of collaboration and partnership in action
- Adaptability to workplace culture(s)
- Establishing a network with business and opinion leaders within the community
- Refined workplace communication skills – written and verbal
- Knowledge of the day to day operations of a philanthropic foundation, as well as, the strategic decision-making process within the organization

To Apply

Send a cover letter and resume to Ms. Noel McClain, Human Capital & Workplace Operations Director, at hr@helios.org (subject line “Intern - Search”); or Helios Education Foundation, 2415 East Camelback Road, Suite 500, Phoenix, Arizona 85016. Cover letters of interest and resumes should include how your current program of study and career aspirations align to the mission and vision of Helios Education Foundation and indicate whether you are seeking an internship in the Foundation’s Phoenix, Arizona office or in the Tampa, Florida office. Application materials must be received no later than close of business February 19, 2020, for first review and to be considered.