



# Special Events Summer Internship

## Job Description

**Organization Name:** Breakthrough Houston    **Intern Title:** Special Events Intern

**Website:** [www.breakthroughhouston.org](http://www.breakthroughhouston.org)

**Location:** St. John's School, 2401 Claremont Lane, Houston, TX 77019;

**Work Hours:** Monday through Friday from 8:00AM to 5:00PM with 1 hour lunch break; 2 Saturday events are required and two evening events.

**Intern Dates:** June 1, 2018 to August 2, 2018

**Mission:** As a member of the Breakthrough Collaborative, our organization has a core mission of preparing students who possess high academic potential, but have limited educational resources, for competitive high school programs and college admission. In addition, we train talented college and high school students for careers in education.

**Internship Overview:** The person selected to fill this position will be responsible for coordinating all Breakthrough Houston special events for eight weeks during the summer. Because of the strenuous academic curriculum, the program believes that students should be exposed to fun adventures as well as the academics, electives and activities that go on daily. The special events are often a chance to build character among the students which is just as important as the academic rigor. Some of the special events are on campus and some are off campus and the special events intern is in charge of all of these. For many of the events, the intern works with the teachers who are on special committees.

### **Primary Responsibilities:**

- Coordinate all summer special events which include 1. **“Meet the Teachers”** for the middle-school students and parents 2. A program-wide **community service project** at six different locations in Houston 3. A 7<sup>th</sup> grade **Zoo trip** coordinated with Life Science class 4. A **career day** for 8<sup>th</sup> graders 5. A **college trip** to a local college for 9<sup>th</sup> graders 6. A Friday night **“all program dance”** 7. The culminating all program **“Celebration”** event 8. A **parent/teacher conference** night 9. A **parent workshop** 10. Two **Visitor’s Days** for Donors and Parents 11. Help to **coordinate “role model speakers”** for 4 sessions.
- Work with teachers on committees to organize and supervise events.
- Develop all schedules, agendas, handouts, permission slips, and evaluation tools to support special events, and act as liaison between participating agencies or individuals and Breakthrough Houston.
- Catalogue and store all information and documentation pertaining to the special events.
- Coordinate photography of all special events for web site and use in promotional materials.
- Help to teach either a “video” class or “photography” class to students as an elective.
- Work with Development Director on end-of-summer report to be included in Breakthrough Houston annual report.
- Solicit in-kind donations of food from area businesses.
- Send thank you letters with pictures to all Houston community people involved in events
- Assist BTH staff with projects as needed.
- Attend Exxon Mobil Community Summer Jobs Program Internship workshops and meetings, as needed.

### **Skills to be Cultivated:**

- Experience co- teaching an elective class to middle school students
- Project Management
- Writing and Communication Skills
- Public Speaking Skills
- Learning about the mission and work of an Educational Non-Profit and its contributions to the Houston community, including a deeper understanding of education-reform for underserved middle school students
- Organizational and time-management skills

### **Project Outcomes:**

- Expose Breakthrough Houston students to the Houston Community and vice versa, through set-up of 9 community service projects at places like Urban Harvest, Memorial Park, Buffalo Bayou Park, Sheltering Arms, Casa Amigos and more.

- Expose Breakthrough students to a variety of potential careers in the Houston community at the same time as exposing those career sites to our Breakthrough students. Past examples have included Architecture and Engineering firms, medical institutes, the Houston Chronicle, Criminal Justice/Court of Appeals and more.
- Expose Breakthrough Houston to community members through Visitor's Days
- Expose middle school students to opportunities to use character traits, or non-cognitive skills when attending off campus events. At the same time, the students and teachers also act as Breakthrough Houston Ambassadors inside the Houston community

**Qualifications:**

- Proficient in Microsoft Office: Word, Excel, PowerPoint and Publisher
- Possessing strong communication skills, both written and oral
- Ability to write clearly and concisely
- Highly organized, detail oriented, team oriented and self-motivated
- Interest in the field of education and education reform, educational advocacy or non-profit management is a plus
- Must be returning to college as a sophomore, junior or senior.
- Must pass a criminal background check

**Special Requirements:** Only travel involved is to and from work each day and errand trips to purchase supplies (gas mileage will be reimbursed).

**Compensation and Benefits:** Breakthrough Houston Special Events Intern will earn \$2500 for the 8 week session. Benefits include Workman's Compensation and Free Parking.

**To Apply:** Send cover letter and resume to Kathy Heinzerling, [kheinzerling@sjs.org](mailto:kheinzerling@sjs.org), no later than Friday, March 30, 2018