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**Children’s Defense Fund, Inc. – Youth Programs Intern August 2021**

**Position:** Youth Programs Intern

**Reports to:**Clarissa Webb, Youth Programs Coordinator

**Job Location:** Houston, Texas, United States (remote, with occasional in-person events in Houston)

**Internship Dates:** Late August through Mid-December

**Compensation:** Interns receive $15/hr for a maximum of 20 hours per week

**Organization Overview**

The Children’s Defense Fund (CDF) envisions a nation where marginalized children flourish, leaders prioritize their well-being and communities wield the power to ensure they thrive. CDF’s Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

We serve and advocate for the largest, most diverse generation in America: the 74 million children and youth under the age of 18 and 30 million young adults under the age of 25, with particular attention to those living in poverty and communities of color. CDF partners with policymakers, aligned organizations and funders in this service. The Children’s Defense Fund is the only national, multi-issue advocacy organization working at the intersection of child well-being and racial justice by wielding the moral authority of programmatic proximity and community organizing to inform public policy. For more information visit www.childrensdefense.org.

**Position Summary**

The internship is based in Houston and provides general support for CDF-TX Youth Programs, especially the CDF Beat the Odds® Scholarship Program and its corresponding initiatives. The intern works 20 hours/week to support scholarship application and administration; fundraiser event planning; ongoing donor engagement; BTO alumni network growth; and youth civic education and engagement expansion to the greater Houston area; as well as other duties as assigned by Youth Programs Coordinator (YPC).

**Responsibilities**

* Develop relationships among current BTO honorees
* Help plan events for BTO alumni
* Aid in producing monthly BTO Network News email newsletter
* Assist in mentoring program and process
* Communicate regularly with BTO honorees via text and/or social media
* Support fundraiser event planning efforts as needed
* Provide administrative support to BTO application process
* Explore ways to expand the BTO program and raise up the next generation of advocates
* Meet with YPC weekly to set agenda, determine priorities and/or provide updates on assignments

**Education and/or Experience**

* High school diploma, pursuing or recently completed a college degree
* Previous internship/work experience in a professional setting a plus

**Preferred Qualifications**

* BTO Alumni will be given preference

**Competencies**

* Commitment to social advocacy and CDF mission to be a voice for all children
* Strong organizational and communication skills
* Ability to meet students where they are and create content relevant to them for the purpose of connection
* Ability to work effectively and calmly in a fast-paced, high-pressure environment and ability to multi-task
* Attention to detail, strong work ethic
* Strong computer, Internet and research skills
* Familiarity with social media

**Personal Characteristics**

* Good interpersonal skills and high degree of professionalism
* Ideally looking for someone in a similar stage of life as our BTO scholars: college age or just out of college
* Creative, energetic and positive personality with a passion for serving young people
* Able to work independently
* Access to reliable transportation to help transport students as needed

**Type of work environment associated with the job**

Largely an indoor, office setting, though work from home is definitely feasible

Occasional attendance at events that may be outdoor or require minor physical activity

**Additional Comments**

*The Children’s Defense Fund is an Equal Opportunity Employer.*

*Note: This job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee.*

Consideration will be given to qualified candidates on an ongoing basis until the position is filled. All inquiries will remain confidential until establishment of mutual, serious interest and provision of references for review.