



POSITION DESCRIPTION

Title: Scholarship Intern

Reports To: Scholarship Program Manager

Posted Date: 02.10.2022

SUMMARY

The Boettcher Foundation's Scholarship Program is seeking an intern to support our scholarship program during the spring. The intern will play a crucial role in supporting our scholarship selection process, strategic scholarship recruitment initiatives taking place throughout the state of Colorado, and also provide support for the communications team.

This internship is a temporary/seasonal position that will be paid at the rate of \$16 per hour for approximately 15 hours per week. Ideal candidates are available to start in March and work through mid-August. The exact duration may be flexible as needed to accommodate the Intern's academic schedule. Should it be of interest, the Boettcher Foundation will attempt to arrange for interns to earn credit(s) if they are currently an undergraduate or graduate student.

DUTIES & RESPONSIBILITIES

Scholarship Programming Support

- Assist with planning and supporting scholarship activities
- Support event planning and event management
- Assist with strategic spring recruiting efforts
- Lead teams of short-term volunteers as needed
- Support projects related to the Boettcher Foundation's other departments, including communications and grants.

Special Projects and Other

- Assist with execution of special projects as assigned by supervisor and Foundation leadership
- Test updates to the online scholarship application and Scholar portal
- General administrative support as needed

QUALIFICATIONS

The Boettcher Foundation is seeking candidates who possess the following:

- Excellent organizational skills with the ability to prioritize tasks and work independently
- Strong communication skills - written, in person and on the phone
- Computer proficiency with Microsoft Office applications and database management
- A willingness to learn and to contribute to the success of the Boettcher Foundation Scholarship program
- Reliable transportation for various weekend and evening events (if needed)

WORKING ENVIRONMENT

- Proof of COVID-19 vaccination required
- Reliable transportation required to attend external meetings

BENEFITS & COMPENSATION

- Hourly pay is \$16.00 per hour
- Sick leave is accrued at 1 hour per 30 hours worked.

HOW TO APPLY

Please email the following documents to the Boettcher Foundation Operations Manager, Audra Palakodety, (audra@boettcherfoundation.org) by March 15, 2022, at 5:00 p.m.

If you are interested, please forward:

- Cover letter that explains your interest in the position and the skills and qualifications that make you a compelling candidate.
- Current resume

Interviews for selected candidates will be scheduled on an individual basis.

Approved By: Stephanie Panion, Scholarship Program Manager and Waldo Martin, Vice President / Chief of Staff

Date Approved: 02.10.2022

Reviewed By: Audra Palakodety, Operations Manager

We believe in the promise of Colorado and the potential of Coloradans. Every day we champion excellence across our state by investing in our most talented citizens and high-potential organizations, because supporting their hard work and leadership will enable them to give back for years to come.

We leverage the power of collaboration and connection. The Boettcher Foundation transforms communities by investing in courageous leadership and community building.