



## POSITION DESCRIPTION

**Title:** Scholarship Intern

**Reports To:** Programs & Events Specialist

**Posted Date:** 03.04.2024

### SUMMARY

The Boettcher Foundation's Scholarship Program is seeking an intern to provide in-person support at the Boettcher Foundation office for our scholarship program during the summer. The intern will play a crucial role in supporting our scholarship events, strategic scholarship recruitment initiatives taking place throughout the state of Colorado, and Alumni programming.

This internship is a temporary/seasonal position that will be paid at the rate of \$19 per hour for approximately 15 hours per week. Ideal candidates are available to start by the first week of June and work through the first half of 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 academic credit(s) in lieu of financial compensation if they are currently an undergraduate or graduate student.

### DUTIES & RESPONSIBILITIES

#### Scholarship Programming Support

- Support event planning and event management
- Assist with programming projects
- Assist with Alumni programming and engagement projects
- 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 Scholar portal and other tools as needed
- 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 commuting to the office in downtown Denver

## TO APPLY

Please email the following documents to [careers@boettcherfoundation.org](mailto:careers@boettcherfoundation.org) by April 15, 2024 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.

*At Boettcher, we believe in the promise of Colorado and the potential of Coloradans. Every day we build up and connect doers and difference makers from across the state, working to elevate people, programs, and organizations.*

*Because by investing in Colorado leaders, we provide a foundation for transformational impact and community building.*