



Educational
Enrichment
Foundation

SUMMER 2016 INTERNSHIP OPPORTUNITY FOR TUSD HIGH SCHOOL STUDENTS

INTERNSHIP DESCRIPTION

Educational Enrichment Foundation (EEF) is a non-profit organization which provides resources to expand and enrich student learning in the Tucson Unified School District. We are seeking an enthusiastic summer intern to join our team for approximately 9-15 hours per week. Scheduling is flexible! EEF's office is located at St. Mark's Church (near Speedway and Alvernon). If needed, EEF will provide a Sun Tran bus pass for transportation.

This internship offers high school students an introduction to the field of business administration through an impactful, hands-on approach. During the internship, students will also be exposed to the non-profit sector and to the principles and practices of fundraising and philanthropy. While working closely with EEF staff, student interns will:

- Provide hospitality to donors, board members and guests (via email, telephone and in-person)
- Perform clerical duties including data-entry, filing and mail processing
- Create documents such as reports, forms, flyers and correspondence
- Conduct research online and by telephone
- Assist with special event planning
- Lend support to EEF staff and board as needed

No prior job experience is needed. EEF is looking for TUSD high school students who are motivated, responsible and punctual. Basic knowledge of computers and Microsoft Office is helpful.

Internship Benefits:

- Opportunity to develop skills in a hands-on environment
- Expand work experience and build resume
- Make valuable contacts for future education and career opportunities
- Support EEF's mission to expand and enrich student learning in TUSD

Interested TUSD high school students should submit a letter of interest which concisely answers the following questions. Why are you interested in an internship with EEF? What knowledge or skills do you hope to gain as an EEF intern? What are your future educational and career goals? Describe any related experience you have (e.g. employment, volunteer, clubs). What high school do you attend? What grade will you be in this coming fall? What is your current cumulative GPA?

Please also provide contact information for two references (adults who are not your relatives and know you well). Submit your letter of interest and contact information for references to jennifer@eefucson.org.

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