

ExxonMobil CSJP Internship List

Administered by the Volunteer Center of North Texas



2011



PROGRAM OVERVIEW

For four decades, the ExxonMobil Community Summer Jobs Program (CSJP) has introduced college students to the importance of America's nonprofit sector. Since the program began in 1971 in New York City, ExxonMobil has provided over \$16.3 million to support almost 4,400 community summer job internships. With the completion of the 2010 CSJP, ExxonMobil has invested \$3.5 million in the **Dallas program** and created more than 1,475 internships in the last 20 years. Today the ExxonMobil CSJP is active at 15 sites in 12 states: Alabama, Alaska, California, Colorado, Kansas, Louisiana, Montana, New Jersey, Oklahoma, **Texas**, Virginia and Wyoming.

Each summer, ExxonMobil provides 60 local nonprofit agencies with grants designated to hire college interns for eight weeks. The eight-week **paid** "hands-on" internship program gives students an opportunity to learn about community needs and the broad range of essential services offered by social, health and cultural nonprofit organizations in Dallas County. The program also introduces students from different fields of study to careers and volunteer leadership positions in the nonprofit sector. Internship positions are diverse and include jobs such as caseworkers, volunteer coordinators, public relations assistants and website designers.

Intern Criteria:

Interns must meet the following criteria to be considered for an internship:

- Currently enrolled full-time as an undergraduate (**NO graduate students are eligible**).
- Carrying a minimum of 12 credits per semester.
- Completed his/her freshman year (by the time the internship begins).
- Returning to college full-time as a sophomore, junior or senior in the fall of 2011.
- Cannot be an immediate family member of any employee or board member of ExxonMobil, the Volunteer Center of North Texas or the agency to which they apply.

Each organization is responsible for recruiting, interviewing and hiring their summer intern by **April 28, 2011**. **Students apply directly to the agency of their choice for the paid internships** with a cover letter and resume. Letters of recommendation, writing samples and/or other information may be required. The Volunteer Center is **not** involved in the intern selection process. For additional information, visit <http://www.vcnt.org/>.

PLEASE NOTE: *Application deadlines vary with each position. Refer to agency flyer or contact agencies for individual application closing dates.*

In addition to working at nonprofit agencies, interns attend seminars during the summer. Topics include: nonprofit careers, social entrepreneurship, diversity, ethics, communication skills and team building. Students also gather for social activities such as dinners, retreats and participate in a community service project.

The Volunteer Center of North Texas has administered the ExxonMobil CSJP on behalf of ExxonMobil since 1991.



Ability Connection Texas*Event Specialist*

Plan and coordinate annual Run, Walk, and Roll event; develop fundraising/marketing materials including flyers, brochures, newsletters, PowerPoint presentations and promotional support; assist in recruiting event sponsors, vendors and attendees; provide research and follow-up for event requests and inquiries.

Contact: Sarah Elliott

E-mail: selliott@abilityconnectiontexas.org

Phone: 214-247-4502

Website: www.abilityconnectiontexas.org

AIDS Arms, Inc.*LifeWalk Event Intern*

Conduct market survey and analysis of material cost and prices; coordinate and negotiate with vendors for price and procurement; organize and supervise shipping and receiving of all materials; develop procurement plans, assess transportation and material delivery.

Contact: Jennifer N. Martin

E-mail: jnmartin@aidsarms.org

Phone: 214-521-5191 x3326

Website: www.aidsarms.org

AIDS Services of Dallas*Children's Activities Coordinator*

Plan, coordinate, implement and facilitate a summer program for youth that builds self-esteem, social skills and provides hands-on learning experiences; coordinates cost of activities and purchases and prepares supplies, as needed.

Contact: Diana Cuellar

E-mail: dcuellar@aidsdallas.org

Phone: 214-942-2697

Website: www.aidsdallas.org

American Foundation for the Blind - Center on Vision Loss*Product Information Specialist*

Update and expand assistive product information on the AFB website for staff and public use; develop and conduct at least one focus group or usability test with individuals with vision loss on the product data area of website; verify product availability for all items displayed at the Center.

Contact: Neva Fairchild

E-mail: neva@afb.net

Phone: 214-438-5316

Website: www.afb.org/centeronvisionloss



American Red Cross - Dallas Area Chapter*Volunteerism Annual Report Intern*

Define, research, compile and produce for publication an annual report highlighting the impact of volunteerism at the Dallas Area Chapter; research templates and examples from reports created by other nonprofits; collect and synthesize information, including output and outcome measurements, translate volunteerism into financial growth/savings for the organization, recognize community and corporate partnerships, and demonstrate the diversity of the Chapter's volunteer base.

Contact: Susie Spartano

E-mail: sspartano@redcrossdallas.org

Phone: 214-678-4333

Website: www.redcrossdallas.org

Big Brothers Big Sisters*Graphic Design Intern*

Assist graphic designer in coordinating, developing, producing and disseminating all marketing communication pieces, including newsletters, brochures, postcards, flyers, PowerPoint presentations, special event materials and other special projects as needed.

Contact: Kristin Crouch

E-mail: kcrouch@bbbstx.org

Phone: 972-573-2360

Website: www.bbbstx.org

Big Thought*Creative Solutions Intern*

Assist with implementing a 7-week intensive arts-based summer camp for teenagers on probation with the Dallas County Juvenile Department; act as primary liaison to probation officers, social workers and families, disseminating daily and weekly bulletins via phone and email; craft food service plan, purchase all food supplies, coordinate with donor restaurants and manage food budget; serve as liaison to the marketing department in promoting the project, setting up photo shoots, interviews, etc.

Contact: Lisa Schmidt

E-mail: lisa.schmidt@bigthought.org

Phone: 214-520-0032 x202

Website: www.bigthought.org

Camp Fire USA Lone Star Council*Development & Marketing Intern*

Update and maintain agency website, social media accounts and database; assist in writing and distribution of monthly e-newsletter and production of printed newsletter; research donor prospects, including individuals, businesses and foundations.

Contact: Sid Buniff

E-mail: sbuniff@campfireusadallas.org

Phone: 214-824-1122 x104

Website: www.campfireusadallas.org



Camp Summit

Development & Special Events Associate

Support the growth, planning and success of two major special events; research new sponsors and in-kind donors for sponsorships and auction items; learn how to write and submit proposals; develop collateral pieces for events; implement community outreach, write press releases and manage social media accounts; produce bi-weekly email blasts; plan summer camp staff recognition banquet.

Contact: Bonnie Webb

E-mail: b.webb@campsummittx.org

Phone: 972-484-8900 x107

Website: www.campsummittx.org

Center for BrainHealth at the University of Texas at Dallas

Community Relations Intern

Plan and execute events; serve as liaison between Center and its various Boards; plan and coordinate major fundraisers; aid in writing and editing printed materials including newsletters, website updates, flyers, brochures and correspondence; compose and disseminate media blasts designed to promote BrainHealth research.

Contact: Keith Cheatham

E-mail: keith.cheatham@utdallas.edu

Phone: 972-883-3406

Website: www.centerforbrainhealth.org

Center for Nonprofit Management

Marketing & Social Media Assistant

Research, contribute articles, edit and publish an issue of Coffee Talk (a monthly e-mail newsletter); write announcements and manage all social media accounts (Twitter, Facebook, Linked In); secure speakers and manage logistics for monthly 501 Club networking events; assist in event planning for Awards of Excellence orientation breakfast for Center members; and assist with client relations and technical support for DonorBridge (an online resource to match nonprofits with prospective donors).

Contact: Katie Edwards

E-mail: edwards@cnmdallas.org

Phone: 214-826-3470 x225

Website: www.cnmdallas.org

Citizens Development Center

Human Resource Specialist

Responsible for creating position folders for each staff member, including position summary, principle job duties, annual activities and detailed procedures necessary to accomplish stated activities; interview staff and obtain critical information about job duties and activities.

Contact: Diane Jones

E-mail: djones@cdcdallas.org

Phone: 214-637-2911 x110

Website: www.citizensdevelopmentcenter.org



City of Dallas Water Utilities/Conservation Division*Water Conservation Education Program Specialist*

Develop, promote and implement water conservation education programs targeting schools, recreation centers, community organizations, neighborhood associations and the general public; assist with coordination of presentations, activities and events; maintain contact with both governmental and non-government water conservation and keep abreast of industry trends and developments.

Contact: Derinda Stewart

E-mail: derinda.stewart@dallascityhall.com

Phone: 214-243-1174

Website: www.savedallaswater.com

CitySquare*Community Garden and Nutrition Program Manager*

Coordinate programming and maintenance of an organic vegetable community garden for use in educating and feeding clinic patients and their families; recruit volunteers to assist in the garden; participate in family fun nights with children themed around nutrition and exercise; maintain a garden journal related to growing patterns and gardening problems for use in the future.

Contact: Kathy Bennett

E-mail: kathleeb@baylorhealth.edu

Phone: 214-821-8644 x114

Website: www.citysq.org

CONTACT*Mental Health Resource Coordinator*

Develop comprehensive mental health resource listings for the Dallas metroplex by utilizing existing resources and databases; create and administer surveys to gather data on programs and services and conduct meetings with mental health providers.

Contact: Thomas Hutter

E-mail: thutter@contactcrisisline.org

Phone: 972-233-0866 x311

Website: www.contactcrisisline.org

Creative Arts Center of Dallas*Camp MetalHead Coordinator*

Serve as liaison between community groups from which students are recruited; conduct pre- and post testing of students for job training assessment; write and send press releases to area media about program; assist lead instructors in the following disciplines – metal arts and jewelry; coordinate field trips; write progress report for funder.

Contact: Diana Pollak

E-mail: dpollak@creativeartscenter.org

Phone: 214-320-1275

Website: www.creativeartscenter.org



Crow Collection of Asian Art

Yogiños: Yoga for Youth Community Partnership Intern

Assist in the creation and implementation of all curriculum, tours and outreach programming with community partners and summer camp programming; take reservations for selected programs and update promotional information on website; create content for curriculum.

Contact: Kristina Hilliard

E-mail: khilliard@crowcollection.org

Phone: 214-979-6435

Website: www.crowcollection.org

The da Vinci School

Summer Program Assistant

Gain direct, hands-on class experience with young children (ages 18 months through age 7) in a science-based summer program; assist in curriculum planning and class preparation; plan and organize field trips; maintain attendance records and lesson plans; teach pre-school class.

Contact: Dierdre Tinker

E-mail: dierdre@davincischool.org

Phone: 214-373-9504 x106

Website: www.davincischool.org

Dallas Black Dance Theatre

Development Database & Donor Relations Coordinator

Update and enhance existing development department resources and databases for the agency's 35th anniversary season in 2011-2012; create a development operations manual outlining the processes and procedures utilized for research, fundraising and donor stewardship; develop a master development calendar that includes annual project timelines and grant deadlines for 35th season.

Contact: Laura Brown

E-mail: l.brown@dbdt.com

Phone: 214-871-2376

Website: www.dbdt.com

Dallas Community Lighthouse

Camp Counselor and Program Curriculum Developer

Work hands-on with up to 10 youth between the ages of 5-13 at summer enrichment camp; incorporate themed curriculum of Fun, Facts and Field Trips; design and develop 2012 Summer Enrichment Camp curriculum.

Contact: Teresa Depuy

E-mail: teresa.depuy@communitylighthouse.org

Phone: 972-978-2236

Website: www.communitylighthouse.org



Dallas Theater Center

SummerStage Intern

Design curriculum and serve as Teaching Artist for *SummerStage*, a theater day camp for ages 4-18; supervise daily tasks and progress of two college-level *SummerStage* Apprentices and two high-school level Apprentices who teach classes and camp sessions; help plan and manage new outreach events involving students and families in conjunction with production *The Wiz*; provide general administrative duties including correspondence, class scheduling and student registration.

Contact: Jessamyn Berger

E-mail: jessamyn.berger@dallastheatercenter.org

Phone: 214-252-3918

Website: www.dallastheatercenter.org

Dallas Volunteer Attorney Program

Summer Intern

Assist staff in managing casework, including filing, drafting, corresponding with attorneys regarding status of legal matters and preparing cases for closure; help develop Continuing Legal Education events, including the annual DVAP Summer Associates Pro Bono Luncheon; participate in media relations, including client story development and drafting features for Dallas Bar Association's newspaper.

Contact: Michelle Alden

E-mail: aldenm@lanwt.org

Phone: 214-243-2234

Website: www.dallasbar.org/dvap

Dance Council of North Texas

Grant Assistant & Events Coordinator

Increase knowledge, experience and ability in event planning and grant writing for four summer programs and events; develop skills in communication, marketing, fundraising, development and daily operations of a nonprofit that supports and promotes all aspects of dance.

Contact: Pam Deslorieux

E-mail: director@thedancecouncil.org

Phone: 214-219-2290

Website: www.thedancecouncil.org

Educational First Steps

Data Examination Specialist

Organize historical program records, research gaps in historical data, input records into online database (Salesforce), ensure all information in database is current and accurate, and create a program history report and other reports from database.

Contact: Linda Bardales

E-mail: lbardales@educationalfirststeps.org

Phone: 214-824-7940 x110

Website: www.educationalfirststeps.org



Family Gateway*Project Manager – Children’s Programs*

Responsible for gathering and coordinating data that measures individual as well as collective progress of school-aged children at the Center; develop program objectives and criteria for the data collection process; conduct interviews with identified participants and complete necessary evaluations.

Contact: Kim Cook

E-mail: kcook@familygateway.org

Phone: 214-741-6515

Website: www.familygateway.org

The Family Place*Special Event Intern*

Assist with various aspects of development/special event work, including helping select kids and celebrities who will be featured in youth education program video and assisting with video diary project; create and implement social marketing tools to increase and enhance agency branding; develop a viral campaign for individual donations; test and manage Partners Card retailer registration; develop new copy for website.

Contact: Melissa Sherrill

E-mail: mmsherrill@familyplace.org

Phone: 214-443-7710

Website: www.familyplace.org

Friends of Wednesday's Child*Summer Programs Assistant*

Responsible for helping plan, implement and evaluate three summer programs for foster children, including Teen Green Camp, Teen Back to School and Equine Therapy Camp; develop new collaboration efforts with the North Texas community and communicate with foster families, CPS and child placing agencies; research and write success stories for donors, website and newsletter.

Contact: Lauren London

E-mail: llondon@wedchild.org

Phone: 469-718-5611

Website: www.wedchild.org

Genesis Women's Shelter*Children’s Summer Program Intern*

Plan and execute daily children’s activities in the following settings: on-site daycare, Camp Genesis, Children’s Evening Group and Family Fun Outings; coordinate children’s activity based on personal interests or area of study; work with area nonprofits to administer a Back to School party and school supply drive for children in shelter and other programs.

Contact: Delana Baker

E-mail: dbaker@genesishelter.org

Phone: 214-389-7767

Website: www.genesishelter.org



Girls Incorporated of Metropolitan Dallas*Research Intern*

Design interview questions, conduct interviews by phone and in-person and transcribe interviews to capture member success stories; research trends and statistics at the national and local levels regarding youth, girls and education; gather data to be used in a published research summary.

Contact: Lisa Rossi

E-mail: lrossi@girlsincdallas.org

Phone: 214-654-4553

Website: www.girlsincdallas.org

Goodwill Industries of Dallas, Inc.*Production Flow Specialist*

Identify and develop production flows, processes and guidelines for increased efficiency in production and decreased volume of disposed material; analyze current production processed and determine areas of inefficiency; identify and document production benchmarks; develop procedures for intake, processing and pricing of donated goods.

Contact: Rosie Acosta

E-mail: racosta@goodwilldallas.org

Phone: 214-638-2800 x130

Website: www.goodwilldallas.org

Hispanic College Fund Inc.*Hispanic Youth Institute College and Student Relations Fellow*

Develop marketing campaign to recruit, manage, guide and train 40 college level students and young professionals to serve as Resident Advisors for the HYI Kick-Off hosted at Southern Methodist University; collaborate with regional directors and host informational workshops to recruit high school students for Kick-Off; prepare and present orientation training.

Contact: Esmeralda Sanchez

E-mail: esanchez@hispanicfund.org

Phone: 214-770-6232

Website: www.hispanicfund.org

Human Rights Initiative of North Texas*Human Rights Curriculum Coordinator*

Responsible for increasing visibility for HRI's human rights curriculum through marketing and public relations efforts and community outreach; design and write promotional materials.

Contact: Patricia Melton

E-mail: pmelton@hrionline.org

Phone: 214-273-4334

Website: www.hrionline.org



Interfaith Housing Coalition

Image and Relations Intern

Research and develop new partnerships within the community; further current relationships and design permanent strategy for partnership management and engagement; cultivate education initiatives (online trainings, on-site events, community awareness, education kits); create and implement plan to increase community involvement and buy-in through online participation and supporter recognition efforts.

Contact: Lindsay Flowers

E-mail: lflowers@ihcdallas.org

Phone: 214-827-7220 x114

Website: www.interfaithhousingcoalition.org

International Rescue Committee

RSS Case Management Intern

Help provide services to refugee clients, including scheduling medical and WIC appointments, help applying for food stamps, Medicaid and Parkland Health insurance, and transporting clients to and from appointments.

Contact: Samreen Kidwai

E-mail: samreen.kidwai@theIRC.org

Phone: 214-461-9781 x42

Website: www.theIRC.org/Dallas

Irving Arts Center

Summer Arts Education Intern

Research and learn about *Genghis Khan* exhibition content; facilitate exhibition activity stations and engage visitors in hands-on, interactive learning opportunities; prepare personalized tour of exhibit for general public and/or school group; assist with monthly Family Fundays, Summer Khan KidsArts camps and other exhibition-related public programs.

Contact: Marcie Inman

E-mail: minman@cityofirving.org

Phone: 972-252-7558 x1225

Website: www.irvingartscenter.com

Irving Cares

Employment Services Case Worker

Work with clients to help them obtain employment; manage client files and write case notes; document community employment needs and client trends specific to Irving; identify new job leads; design and implement a Job Search seminar, including curriculum; and build community partnerships.

Contact: Mary Shelton

E-mail: mshelton@irvingcares.org

Phone: 972-721-9181 x207

Website: www.irvingcares.org



Irving Healthcare Foundation*Development Coordinator*

Plan and organize an annual calendar of events for the volunteer/donor guild; help coordinate and support miniature golf classic sponsors in the design and construction of golf holes; assist with event planning activities associated with three fundraisers, including marketing plan, auction solicitation, kick-off party logistics and volunteer recruitment.

Contact: Tawnia Wise

E-mail: tawnia.wise@baylorhealth.edu

Phone: 972-579-4395

Website: www.healthyrirving.org

Junior Achievement of Dallas*Education and Marketing Intern*

Design overall JA of Dallas and corporate partner outcomes reports based on classroom pre- and post-tests and quality assurance survey analysis; assist with annual report and year-end funder reports; conduct funder and partner research that includes giving trends, media opportunities and volunteer partnerships; research, plan and implement JA Dallas Business Hall of Fame Silent Auction process.

Contact: Barbara Heise

E-mail: bheise@jadallas.org

Phone: 972-677-2933

Website: www.jadallas.org

Junior Players*Summer Programs Coordinator*

Help coordinate and implement free summer theater camps at recreation centers, community centers and youth organizations; develop sample lessons plans for use by teaching staff; assist with training workshop and rehearsals for middle school camp; develop marketing materials for camps and other programs.

Contact: Rosaura Cruz

E-mail: rosaura@juniorplayers.org

Phone: 214-526-4076

Website: www.juniorplayers.org

KIPP Dallas - Fort Worth, Inc.*KIPP to College Intern*

Develop and deliver workshops for KIPP TRUTH alumni, including time management, essay writing, personal finance, organization, study strategies, career research and exploration; help plan and manage Pennant Ceremony for founding class; update and maintain detailed student records with up-to-date contact information; develop "teenage friendly" College/Boarding Schools Resource Library.

Contact: Ariana Moore

E-mail: amoore@kipptruth.org

Phone: 214-302-4509

Website: www.kipptruth.org



Legacy Founders Cottage

Associate Program Director

Work directly with residents and other HIV positive clients as an advocate and key member of case management services; recruit and develop new volunteers; market services in the community to reach new clients and organizations; research and develop educational materials for staff development; plan and coordinate at least one volunteer event and annual staff development retreat.

Contact: Emily Graves Marks

E-mail: legacy-cottage@sbcglobal.net

Phone: 214-941-7373

Website: www.legacycounseling.org

The Leukemia & Lymphoma Society

Team in Training Intern

Help develop and implement grassroots marketing campaign; promote and assist in recruiting Team in Training participants; assist in development of marketing pieces; respond to referrals and general inquiries.

Contact: Misty Aguero

E-mail: misty.aguero@lls.org

Phone: 972-996-5932

Website: www.lls.org/ntxok

Media Projects, Inc.

Film Marketing, Outreach and Social Networking Intern

Assist in the development and coordination of promotional initiatives for documentary films, including e-mail blasts, flyers, social networking, digital media archives and promotional mail pieces; help foster partnerships with other nonprofits and educational organizations.

Contact: Cynthia Salzman Mondell

E-mail: cynfilm@mediaprojects.org

Phone: 214-826-3863

Website: www.mediaprojects.org

New Friends New Life

Assistant Communications Specialist

Maintain Raiser's Edge database; update and maintain agency website; plan and prepare communication to donors, volunteers, board members or other individuals and groups; assist develop and distribute newsletter; expand the use of social media tools to promote upcoming events and build agency awareness.

Contact: Michelle Spurgeon

E-mail: mspurgeon@newfriendsnewlife.org

Phone: 214-965-0935 x305

Website: www.newfriendsnewlife.org



Pre-GED School at the Cathedral*Technology Implementation Intern*

Create a web-based student registration form that collects student data and inputs it into Salesforce via the Salesforce API; create a class – schedule generation tool that considers student data, test scores, class prerequisites requirements and other variables; develop data file that collects data for student book invoices and loads into QuickBooks Online; develop a variety of reports via Salesforce.

Contact: Teri Walker

E-mail: twalker@nextstepesl.org

Phone: 214-826-6501 x102

Website: www.nextstepesl.org

Prevent Blindness Texas*Fund Development Chair - Golf Fore Sight Tournament*

Work with past corporations and individuals to secure sponsorships and silent/live auction items and solicit new prospects; keep an inventory of all items and draft item descriptions for silent/live auction program; set-up and coordinate with Event Chair weekly committee meetings.

Contact: Catherine Linden

E-mail: cslinden@sbcglobal.net

Phone: 214-528-5521

Website: www.preventblindness.org/tx/

Promise House*Community Relations Coordinator*

Plan, execute and supervise thank-a-thon for donors and a volunteer appreciation event; create marketing pieces for back-to-school donation drive; research funding opportunities and build relationships with new prospective donors; create supplementary materials for grant proposals.

Contact: Meredith Shirrell

E-mail: developmentmanager@promisehouse.org

Phone: 214-941-8578 x242

Website: www.promisehouse.org

Rainbow Days*Family Connection Intern*

Responsible for planning, coordination and implementation of activities, prizes and games at annual Back-to-School Party for homeless children and their families; co-facilitate support groups with children and/or parents at assigned shelter sites; serve as agency representative at local community/health fairs and speaking engagements; collect participant and group data at assigned sites.

Contact: Lisa Irwin

E-mail: lisai@rdikids.org

Phone: 214-217-3812

Website: www.rdikids.org



Retina Foundation of the Southwest*Summer Intern*

Identify patients to participate in research study; contact and schedule patients; assist with tests to measure acuity, visual fields, night vision and color vision; learn techniques for high resolution OCT measurement; record and review data and help with analysis.

Contact: David Birch

E-mail: dbirch@retinafoundation.org

Phone: 214-363-3911 x105

Website: www.retinafoundation.org

The Salvation Army - DFW Metroplex Command*Marketing and Outreach Coordinator*

Responsible for designing an outreach program to be implemented as a guide for Youth Care Workers of the Casa Youth Shelter; work with local police department, Dallas County Court system, LeTot Detention Center and other agencies to identify the needs of homeless, runaway and prostituted youth in Dallas County; assist with coordination of community events and open houses.

Contact: Melvin Traylor

E-mail: melvin_traylor@uss.salvationarmy.org

Phone: 214-358-4504

Website: www.salvationarmydfw.org

The Senior Source*Boomer Green Team Intern*

Organize, plan and implement planning team to develop new Green Consultant project related to recycling, water conservation and quality, energy conservation, community gardens and clean air; establish nonprofit clients and design training materials; help maintain existing projects and monitor volunteers.

Contact: Josi Beck

E-mail: jbeck@theseniorsource.org

Phone: 214-525-6122

Website: www.theseniorsource.org

Shakespeare Dallas*Assistant Producer*

Coordinate the on-site implementation of 2011 summer season of Shakespeare in the Park; assist at technical rehearsals and performances; liaise between producers, directors, design team and acting company; facilitate artist contracts and employee relations.

Contact: Jenni Stewart

E-mail: jstewart@shakespearedallas.org

Phone: 214-559-2778

Website: www.shakespearedallas.org



The Sixth Floor Museum at Dealey Plaza

Curatorial Intern

Create an online archive of past Museum exhibits and create collections and exhibit files to support the archive; work with advisory committees and Curator of Education to develop history-themed educational resources based on past exhibits; participate in at least one teacher workshop.

Contact: Lindsey Richardson

E-mail: lindseyr@jfk.org

Phone: 214-747-6660 x5507

Website: www.jfk.org

SoupMobile

Volunteer Coordinator

Responsibilities include volunteer coordination, including recruitment, orientation, placement, management and retention; identify and cultivate relationships with companies, churches, community groups and civic groups.

Contact: LeAnne Baird

E-mail: leanne@soupmobile.org

Phone: 214-693-6656

Website: www.soupmobile.org

The Stewpot

Assistant Coordinator of the Stewpot Children and Youth Program

Design and distribute an assessment survey to all families participating in summer day camp; conduct individual interviews with parents and students about their experiences; analyze quantitative and qualitative survey results and create a report of findings; identify how other nonprofits can collaborate with agency to provide services.

Contact: Suzanne Dwight

E-mail: suzanned@thestewpot.org

Phone: 214-746-2785 x238

Website: www.thestewpot.org

TACA

Donor Services Assistant

Research, collect and record donor data into Raiser's Edge; update Donor Yearbook with photos of and information about new supporters; conduct demographic and performance analysis for grant recipients.

Contact: Erin Miller

E-mail: erin.miller@taca-arts.org

Phone: 214-520-3930 x113

Website: www.taca-arts.org



Texans CAN!

Volunteer Coordinator

Plan, design and execute a corporate volunteer program; create infrastructure, marketing materials (e-newsletters, Facebook updates) and presentation materials; establish relationships with radio, television and print media; contact vendors and companies for donations.

Contact: Robin Hutchison

E-mail: rhutchison@texanscan.org

Phone: 214-944-1932

Website: www.texanscan.org

Texas Discovery Gardens

Marketing Systems Analyst

Plan and implement new community awareness campaign; set up survey groups of visitors, members and Dallas residents and facilitate short discussion sessions; represent organization during public outreach events.

Contact: Sarah Gardner

E-mail: sgardner@texasdiscoverygardens.org

Phone: 214-428-7476 x230

Website: www.texasdiscoverygardens.org

Texas Trees Foundation

Program Coordinator

Coordinate volunteer programs to support tree production, planting projects and improving the community; develop and deliver trainings for volunteers; serve as liaison with industries and religious, civic and academic organizations in coordinating volunteer, intern and fundraising efforts.

Contact: Betsy Orton

E-mail: betsy@texastreesfoundation.org

Phone: 214-273-6689

Website: www.texastreesfoundation.org

YMCA of Metropolitan Dallas, White Rock

Teen Camp Program Coordinator

Develop and implement staff training and orientation; evaluate camp staff and high school interns; assist in preparation of program budgets and grants; inventory program supplies and purchase necessary supplies and equipment; develop and maintain schedules for staff and campers with Camp Site Director. **All applicants must submit a 3 minute video stating personal mission statement.**

Contact: Carol Whitsitt

E-mail: cwhitsitt@ymcadallas.org

Phone: 214-328-3849 x23

Website: www.whiterockymca.org



What I enjoyed most about my internship experience was the support, encouragement, and helpfulness, both from my supervisor and the CSJP program coordinators. The development seminars were helpful, interesting, engaging, and also fun. Meeting other interns and hearing about their different experiences, their challenges, and their successes was a great source of encouragement and support as well. I also couldn't have asked for a better supervisor. She was nothing but helpful and resourceful, and made me feel comfortable in a new environment. I don't think I would have gotten nearly as much out of my internship if it weren't for her openness and willingness to help me learn. This experience was also an excellent source for networking and building a portfolio for whatever my future brings me.

- 2010 ExxonMobil CSJP Intern

