



Job Title: Duncan Scholars Intern – Operations and Data

Job Type: Part-Time; Nonexempt (10-15 hours/week)

Reports to: Director, Duncan Scholars Program

About Waco Foundation

The mission of Waco Foundation is to promote solutions to community challenges, strengthen local nonprofits, engage philanthropists and manage charitable assets in order to improve quality of life in McLennan County.

Purpose

Waco Foundation is a charitable organization that provides grants and other philanthropic services in McLennan County, Texas. The Duncan Scholars Program (a Program Fund of the Foundation) provides support services and scholarships to graduates of McLennan County high schools. This Duncan Scholars Operations and Data Intern supports the Duncan Scholars Program by maintaining accurate student data, supporting program operations, and ensuring efficient internal systems.

Nature of Work

Work at Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, problem solving, personal growth, and working with others as part of a professional team, and has a demonstrated strong work ethic embodying traits of discipline, diligence, and reliability.

This position is ideal for an undergraduate student looking for part-time work and interested in data management, operations, and nonprofit administration. The Intern will maintain systems, generate reports, and support the operational backbone of the program. Candidates must be highly motivated and mission-focused. This is not a work study position – the Duncan Scholars Intern will be expected to perform critical thinking in order to accomplish projects, and in turn, will receive a great exposure to many skills needed to work in a professional office.

A Successful Candidate Will Have:

- A highly-motivated and mission-focused passion about advocating for the attainability of higher education by local students;
- Strong typing skills and computer literacy with an emphasis on Microsoft Office and social media platforms;
- Demonstrated ability to quickly learn new data tracking software systems such as a CRM database;
- Passion for community work, learning, problem solving and a fast-paced schedule;
- Strong interpersonal skills, including excellent verbal/written communication skills with attention to details and accuracy;
- The highest ethical standards, honesty, integrity, professionalism, politeness, courteousness; ability to appropriately protect confidential information;
- General affinity for working with people and the ability to interact respectfully and confidently with people of diverse backgrounds, perspectives and cultures;
- Ability to accept constructive criticism and corrections with humility and maturity and to implement changes;
- Commitment to work independently and meet deadlines;
- Excellent analytical, organizational, and problem-solving skills as well as the ability to multi-task;
- Professionalism, diplomacy, and flexibility;
- A positive attitude, dedication to quality and accuracy and an ability to work well with co-workers in a small office;
- A minimum 3.0 GPA and reliable transportation.

Work Term and Hours:

The Intern will work a schedule to be determined during normal Foundation business hours (Monday through Friday, 9:00am – 5:00pm) for an average of 10-15 hours per week. The ideal candidate will have availability through the end of the 2026-27 academic year (May 2027). Increased hours (up to a maximum of 20 hours per week) may be available during certain times based on job performance and budget availability. A performance evaluation with the Intern will be conducted at the conclusion of their 90-day orientation period to determine continued employment.

Pay Rate:

\$13-\$15/hour BOE

Job Structure:

The Intern will be oriented to basic office skills and communications and will have access to a computer and workstation. Daily and weekly work responsibilities will include a mixture of routine administrative work as well as broader projects for the Duncan Scholars Program related primarily to operations and data. Specific tasks for the Intern may include, but are not limited to, the following:

- Maintain and update student records in CRM and databases
- Track student milestones including enrollment and completion
- Ensure data accuracy from applications and surveys
- Reporting & Analysis
- Prepare reports on student engagement and progress
- Identify trends such as missed deadlines or disengagement
- Assist with scheduling and calendar management
- Organize files and maintain internal systems
- Research & Program Support
- Conduct research on higher education and financial aid
- Support program evaluation and reporting
- Waco Foundation Responsibilities
- Occasional service as a team with other interns and administrative staff in support of basic reception duties (answering phones, welcoming and directing visitors, taking messages, etc.), internal meeting, office functions, administrative work, and special events;
- Conducting special projects and other duties as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the successful candidate. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Training Opportunities:

Waco Foundation Interns are periodically given the opportunity to attend valuable training in community foundation work. This may include training in grantmaking, donor relations, nonprofit management, and/or board service, and will usually be Foundation-sponsored events for the community-at-large. The Intern is encouraged to work and attend these events during their time as an Intern whenever their schedule and workload allows. Attendance at an event in itself will not be paid, but if an Intern works during the event (helping with setup, registration, tear down, etc.), then the Intern will be paid during that time.

Additionally, paid development time will be spent each week briefly learning about and discussing specific, designated topics related to community foundations, nonprofits, and community need. During some weeks, learning will occur individually while in other weeks, it will occur in group sessions with other Waco Foundation interns and staff.

Application Instructions:

Waco Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work (www.WacoFoundation.org).

Interested candidates should email a cover letter and resume (in PDF or Word format) with the subject line “Duncan Scholars Intern – Operations & Data” to: James Stone, Director of Executive Communications & Strategic Initiatives at jstone@wacofoundation.org.