



**Job Title:** Executive Office Intern

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

**Reports to:** Director of Executive Communications & Strategic Initiatives

### **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 Executive Office Intern position is a part-time position that supports Waco Foundation's Executive Office. The Executive Office Intern works to help in administrative, project management, and communication functions of the Executive Office.

### **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 Intern position is ideal for an undergraduate university student looking for part-time work with an interest in learning about the nonprofit sector and the workings of the executive office and administration. Candidates must be highly motivated and mission-focused. This is not a work study position – the Executive Office Intern will be expected to perform high-level thinking in order to accomplish projects, and in turn, will receive abundant exposure to many skills needed in non-profit or for-profit business.

### **A Successful Candidate Will Have:**

- Passion for community work, learning, problem solving and a fast-paced schedule;
- Computer literacy with Microsoft OS and Office;
- The highest ethical standards, honesty, integrity, professionalism, politeness, courteousness; ability to appropriately protect confidential information;
- 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;
- Strong interpersonal skills, including excellent verbal/written communication skills;
- General affinity for working with people and the ability to interact respectfully and confidently with people of diverse backgrounds, perspectives and cultures;
- 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 minimum 10 hours per week on a schedule to be mutually determined during normal Foundation business hours (Monday through Friday, 9:00am – 5:00pm). 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 the academic winter break based on availability, job performance and budget. A performance evaluation with each Intern will be conducted at the conclusion of a 30-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 regular administrative support work as well as broader projects for the Executive Office. Specific tasks for the Intern may include, but are not limited to, the following:

- Supporting the Executive Office in tasks including research and preparation of materials for presentations, projects and meetings;
- Drafting emails, agendas, and minutes in advance of and following meetings to facilitate efficient and clear communication;
- Supporting the development of an excellent system of filing which provides accurate and timely information to the Executive Director;
- Aggregating data and developing reports;
- Assisting in the coordination of meetings, travel, and executive contact management;

- 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 time may be spent each week briefly learning about and discussing specific, designated topics related to community foundations, nonprofits, and community need. During some weeks, learning may occur individually while in other weeks, it may 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](http://www.WacoFoundation.org)).

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