



CISNT Development Department Internships

Development Department interns are responsible for duties that support the operations of the department, under the close supervision and direction of the Director of Development. These positions are located at our Central Office in Lewisville, Texas.

The goal of the agency's internship program is to provide interns with valuable learning experiences that are in line with the intern's college major and career goals; and to fulfill the requirements to obtain college course credit, if applicable. There are no wages, stipends or monetary reimbursements of any type paid in connection with Development Department internships. Interns are not eligible for employee benefits plans and they are not covered under the agency's workers' compensation plan. There is no guarantee of future employment with CISNT.

The duration of the internship assignment will be one college semester. The number of hours and intern is required to complete will be based upon the intern's course requirements and/or the time needed by CISNT. Internship hours are counted as volunteer hours for CISNT and maybe used as in-kind match funds for grants.

The minimum intern qualifications are as follows:

- Minimum of high school diploma or equivalent.
- Must be working toward bachelors or master's degree in approved field.
- Intermediate level computer skills in Microsoft Office and Excel required.
- Strong organizational, communication and interpersonal skills.
- Experience working in an office environment preferred.
- Ability to analyze data and create reports, charts and graphs.
- Multi-task oriented with ability to effectively manage and work on multiple projects simultaneously.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Ability and willingness to present information to large groups both verbally and in writing.
- Exhibit a commitment towards the CISNT mission.

Development Department Interns may be assigned to perform any of the following duties depending upon the specific learning objectives he/she must accomplish:

- Support the organization's marketing efforts by assisting with social media campaigns, monthly newsletters and educational materials and graphics.
- Assist in the development and distribution of special events, marketing and program materials.
- Provide additional support during special events by soliciting sponsors, communicating with vendors and venues and assisting attendees.
- Participate in networking opportunities and community events to increase community awareness of the organization and build relationships with potential partners and supporters.