

ANTHONY MUÑOZ FOUNDATION

2023 SPRING INTERNSHIP OPPORTUNITIES



Program Planning + Communications (Community/Football)

About the Anthony Muñoz Foundation:

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically, and spiritually. This mission statement is carried out through our 7 Impact Programs, including Whiz Kids Mentoring & Tutoring, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

Internship Description:

At the Anthony Muñoz Foundation our interns are imperative to the success of our programs and their impact in our community. We strive to give interns real-world, hands-on experience.

Interns are assigned to a specific project, program, camp, or fundraiser; the opportunity to see your work make a real difference in the surrounding Tri-State communities is incomparable. This unpaid internship can provide college credit and a resume building experience!

Core Responsibilities:

There will be four Spring 2023 Program Planning + Communications Interns, each responsible for specific designated programs and/or events. Spring programming includes but is not limited to: Straight 'A' Scholarship, Impact for Eternity Camp, Scholarship Fund, Whiz Kids Mentoring & Tutoring, The Hall of Fame Experience, and Football Academy.

- The **Impact Intern** will be responsible for planning, outreach, and tracking of Scholarship Fund communications and engagement
- The **Straight 'A' Intern** will be responsible for planning, outreach, and tracking of the Straight 'A' Scholarship communications and engagement
- The **Experience Intern** will be responsible for the planning, outreach, and tracking of Hall of Fame Auction packages as well as day-of-event set-up, planning, and coordination
- The **Programs Intern** will be responsible for developing and managing the Whiz Kids tutoring and after school program, and planning, outreach, and execution of Impact for Eternity Camp

All Program Planning + Communications Internships share the core responsibilities listed below.

- Draft communications and marketing materials for external communications
- Develop and manage relationships with schools, businesses, and organizations in the Tri-State area
- Coordinate volunteer outreach specific to designated program and/or event
- Be a brand ambassador for AMF at both foundation-hosted events as well as community events
- Assist with other daily office and event special projects as they arise

Requirements:

- Currently enrolled as an undergraduate or recently graduated (6 months)
- Exemplary oral and written communication skills
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Effective interpersonal skills including flexible attitude and adaptability
- Exude professionalism in office and on site at events
- Encompass attention to detail and accuracy
- Demonstrate attention to details while maintaining perspective