

# ANTHONY MUÑOZ FOUNDATION

## 2024 FALL INTERNSHIP OPPORTUNITIES



### Program Planning + Communications Interns

#### **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 supported by several programs including Whiz Kids, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

#### **Internship Description:**

The Anthony Muñoz Foundation is currently seeking hard-working and talented students from all academic disciplines who share a passion for impacting the youth of the Tri-State region. At the Anthony Muñoz Foundation our interns are imperative to the success of our programs. We strive to give interns real-world, hands-on experience and not just the opportunity to push papers and make copies. 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! All interns are required to work a total of 15 hours per week. Intern office hours occur between 9 a.m. and 5 p.m. Monday through Friday. Interns may be asked to occasionally work additional hours and weekends as needed per our event schedule. All internships are non-paid positions; however, candidates may receive class credit and/or may be eligible for work study as approved by their respective academic institutions. All interested students are encouraged to email a resume, cover letter, and work samples to Claire Gilmore at [cgilmore@munozfoundation.org](mailto:cgilmore@munozfoundation.org).

#### **Core Responsibilities:**

There will be four fall 2024 Program Planning + Communications Interns, each responsible for specific designated programs and/or events. Fall programming includes but is not limited to: Topgolf Tailgate, Youth Leadership Seminar, Hispanic Character Camp, and Whiz Kids Mentoring & Tutoring.

- The **Community Intern** will be responsible for the planning, outreach, and tracking of Topgolf Tailgate communications and engagement
- The **Impact Intern** will be responsible for planning, outreach, and tracking of Youth Leadership Seminar communications and engagement
- The **Experience Intern** will be responsible outreach and requests for Topgolf Tailgate raffle donations, and volunteer recruitment and communication for Topgolf Tailgate and Youth Leadership Seminar
- The **Programs Intern** will be responsible for developing and managing the Whiz Kids tutoring and after school program, and planning, outreach, and execution of Hispanic Character 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