

## POSITION DESCRIPTION

JOB TITLE:	Intern, Philanthropy Advocates	STATUS:	Hourly
REPORTS TO:	Associate, Philanthropy Advocates	HOURS:	Part time, Temporary
DATE:	October 2020 to May 2021	DEPT:	Policy & Advocacy

### Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

### Educate Texas Mission

Increase postsecondary readiness, access, and success for all students by building partnerships, leading innovation and scaling practices and policies.

### Summary

Over the past few years, Educate Texas has carved out a unique space in the policy and advocacy arena to help drive these conversations and affect change. Educate Texas is now a sought-after resource at legislative hearings, offering guidance surrounding administrative rules, and providing advice and counsel to key executive and legislative leadership offices; for the state agencies overseeing public education, higher education and workforce development; and for the state's foremost education advocates.

Philanthropy Advocates, a collaboration with Educate Texas at Communities Foundation of Texas, is a diverse funders' collaborative of over 50 private, corporate, and community foundations and United Ways. Formerly called the Texas Education Grantmakers Advocacy Consortium (TEGAC), we were created in 2012 to unify grantmakers around a multi-year effort to build support for and improvement in public and higher education in Texas in response to the historic cuts made to public education by the Texas legislature during the 2011 session. In 2019, we joined forces with Educate Texas, a trusted change agent in education, to better advocate together on behalf of our state's 7 million students.

We harness and combine our more than 50 members' collective experience and knowledge, our portfolio of research and evidence, and our diverse network of grantees and partners to provide objective, high-quality data to state leaders to make informed decisions around public and higher education policy. We leverage our deep relationships with community partners and state leaders to advocate, engage and advance education policy.

This position is based in Austin.

### Key Responsibilities

Educate Texas is looking for a student intern to work directly with the Austin-based Policy & Advocacy teams. Specific tasks will include:

- Support grants management, contact database management and newsletter lists
- Support social media strategy and implementation

- Assist with developing deliverables through writing and editing
- Assist with event planning for various policy and program briefings, conferences and forums leading up to and through the 2021 Texas Legislative Session
- Other tasks as necessary to support Austin-based staff.

### **Qualifications/Skills/Requirements**

- In progress towards a postsecondary credential, an emphasis on writing, policy and/or education is preferred
- Interns must be eligible to work in the United States
- Must be a self-starter
- Must have strong oral and written communications skills and be able to work effectively and build relationships with others
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences
- Must be able to work remotely and maintain communication with teammates
- Experience with event planning preferred
- Organization and attention to detail while working on a wide range of tasks
- Strong organizational, social, written, proofreading, and oral communication skills
- Interest in philanthropy
- Possess a keen interest and curiosity in learning about education program and policy at the state level in Educate Texas' Key impact areas: College Ready Standards and Practices, Postsecondary Access and Success, Effective Teaching Strategies, and Collective Impact
- Valid state issued drivers' license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Send your cover letter and resume to: [careers@cftexas.org](mailto:careers@cftexas.org)**