



## Special Events & Communications Internship – Breakthrough Central Texas

**HIRE DATE: IMMEDIATE**

Breakthrough Central Texas is looking for a Special Events and Communications Intern for Fall 2017. This is a part-time position that will require flexible hours including some nights and weekends. The internship is unpaid but students are encouraged to seek college credit wherever possible. Interns will assist the development team with marketing and communications as well as special event planning and execution. A successful applicant will demonstrate strong organizational skills along with creativity, initiative, resourcefulness and an ability to collaborate with fellow team members to achieve departmental goals.

### Primary Responsibilities:

- Assist with planning, promotion and execution of special events for Breakthrough Central Texas
- Support Communications Manager with all aspects of Breakthrough's print and online communications
- Assist in creating content for Breakthrough website and social media
- Draft and layout monthly newsletter content
- Gift processing
- Meeting preparation
- Assist with printing and mailing needs
- Additional administrative tasks as assigned

### Requirements & Qualifications:

- Must be at least 18 years of age
- Current student or Bachelors' degree from an accredited four-year university
- Ability to work well in a fast-paced, team-oriented environment
- Excellent communication and interpersonal skills
- Customer-service oriented
- Must be self-motivated with a 'can-do' attitude and strong desire to learn
- Capacity to think creatively and contribute new ideas
- Proficiency in Microsoft Office Suite, familiarity with Adobe Creative Suite, knowledgeable of journalistic practices, and familiarity with social media and content management software such as WordPress
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision

### HOURS

- Breakthrough is a fast-paced, needs-responsive environment.
- 10-15 hours per week, Monday – Friday, September – December

**TO APPLY:** Please submit your resume, a cover letter describing your interest and qualifications for the position, and a list of three references via e-mail to [openings@breakthroughctx.org](mailto:openings@breakthroughctx.org). Breakthrough is an equal opportunity employer.



**ABOUT BREAKTHROUGH CENTRAL TEXAS** | Less than 6% of Central Texas middle school students who happen to come from low income communities graduate from college. The students from the very communities that could most benefit from the power of a college education are the least likely, by a large margin, to make it. That is why Breakthrough exists. Breakthrough Central Texas provides extended learning, comprehensive advising, and leadership experiences from middle school through college to students in low-income communities who will be the first in their families to graduate from college. Breakthrough combines rigorous academic programming with personalized guidance and a “do whatever it takes” philosophy to make students nearly five times more likely to graduate from college than similar peers in Central Texas. Breakthrough is growing rapidly; it currently serves 1,450 students, which will increase to more than 2,000 by 2020. Learn more at [www.BreakthroughCTX.org](http://www.BreakthroughCTX.org).