



PROGRAM PLANNING + COMMUNICATIONS INTERN(S)

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 & Unplugged, 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—not just pushing papers and making copies. Interns are assigned to specific projects, programs, and/or fundraisers affording them the incomparable opportunity to see their work make a real impact in the Tri-State communities we serve. This unpaid internship can provide college credit and a resume building experience!

This is an on-site position. All interns are required to work 15 hours per week. Intern office hours may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. Interns must be available for AMF event dates to be considered and are required to work additional hours and weekends as needed per our event schedule. Most internships are a minimum of one semester; however, internship duration is flexible based on our event schedule, which may not exactly align with the duration of the academic semester. All internships are non-paid positions; however, candidates may receive class credit as approved by their respective academic institutions. All interns must be able to pass a background check and drug test taken during their first week of their internship.

Core Responsibilities:

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

- Develop and execute external communications to raise awareness/promote opportunities, track engagement and report against program/event objectives
- Process and manage applications, nominations, and/or registrations for designated programs/events
- Support event planning and day-of execution to deliver high-quality, impactful attendee experiences
- Build and maintain relationships with schools, businesses, and community organizations to drive engagement, market involvement opportunities, and encourage donations
- Represent AMF as a brand ambassador during Foundation and community events
- Assist with other daily office/event special projects as they arise

Requirements:

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

ANTHONY MUÑOZ FOUNDATION

INTERNSHIP OPPORTUNITIES



Spring Program Planning + Communications Intern Roles:

- The **Impact Intern** will be responsible for external communications and engagement, processing applications, and coordinating finalist interviews for Scholarship Fund, in addition to coordinating scholarship recipients' participation at the Hall of Fame Dinner fundraiser
- The **Straight 'A' Intern** will be responsible for external communications and engagement, processing nominations, and coordinating with the selection committee for Straight 'A' Scholarship, in addition to planning and executing the Straight 'A' Luncheon event
- The **Experience Intern** will be responsible for donor outreach and coordination of Hall of Fame Auction packages, as well as silent auction coordination and management during the Hall of Fame Dinner fundraiser
- The **Programs Intern** will be responsible for curriculum development, program management, and volunteer coordination for the Whiz Kids Mentoring & Tutoring program, as well as communications and registration management for Impact for Eternity Camp

Summer Program Planning + Communications Intern Roles:

- The **Community Intern** will be responsible for the communication and coordination of Hall of Fame Golf Classic Veterans Hole as well as Topgolf Tailgate partner communications and engagement, bay sales, and registration management
- The **Football Intern** will be responsible for communications, registration management, and event execution for Football Academy
- The **Experience Intern** will be responsible for volunteer recruitment, communication, and management for Hall of Fame Dinner and Hall of Fame Golf Classic, donor outreach and coordination of Topgolf Tailgate raffle donations

Fall Program Planning + Communications Intern Roles:

- The **Impact Intern** will be responsible for communications, engagement, and registration management for Youth Leadership Seminar
- The **Experience Intern** will be responsible for volunteer recruitment, communication, and management for Topgolf Tailgate and Youth Leadership Seminar
- The **Programs Intern** will be responsible for curriculum development, program management, and volunteer coordination for the Whiz Kids Mentoring & Tutoring program, as well as communications and registration management for Hispanic Character Camp

All interested students are encouraged to email a resume, cover letter, and supporting documents (optional) to Claire Gilmore at cgilmore@munozfoundation.org.