



## **ExxonMobil Foundation 2022 Community Summer Jobs Program**

**Educational Programs Inspiring Communities, Inc.  
The H.E.A.R.T. Program**

### **Summer CSJP Internship Opportunity with H.E.A.R.T.**

Educational Programs Inspiring Communities, Inc., a Houston-based 501(c)(3) non-profit organization is now conducting a search for a summer CSJP intern to work in The H.E.A.R.T. Program as part of the ExxonMobil Community Summer Jobs Program (CSJP). This is an eight-week paid internship with a pay rate of \$10.00 an hour. The intern will complete 35 hours per week for the opportunity to earn up to \$2,750 total during the summer. Intern requirements and job description are listed below. Anyone interested in this position should email a resume to [omason@heartprogram.org](mailto:omason@heartprogram.org) to be considered.

### **Intern Requirements**

Must currently be enrolled as a full-time (minimum of 12 credits per semester) undergraduate student and be a returning full-time undergraduate student in the fall of 2022. Family members of board and staff of H.E.A.R.T. and family members of board, staff, and retirees of ExxonMobil or Sunwest Communications are not eligible to be hired as the ExxonMobil CSJP intern at The H.E.A.R.T. Program. Must obtain an official enrollment verification from the university's registrar office confirming the student's enrollment status. Student ID cards and/or phone calls are not sufficient documentation. Previous CSJP interns may again seek an internship in 2022 with a different organization.

### **Internship Opportunity: Summer Internship Coordinator**

Duration: Summer 2022 (June 8 to August 2, 2022)

Location: Virtually on-site at the Houston Food Bank, where The H.E.A.R.T. Program's summer program is located and with some travel to H.E.A.R.T.'s main office and off-site concession locations.

The H.E.A.R.T. Program provides innovative education, job training and employment to individuals with intellectual and/or developmental disabilities (I/DD), who often lack the opportunity to obtain gainful employment or develop leadership and self-advocacy skills.

The H.E.A.R.T. Summer Internship Program (SIP) provides individuals with I/DD (Session One ages 14-22 and Session Two ages 15-22) the experience of having a summer job while undergoing hands-on training in order to gain job skills. The participants will also be introduced to the TCDD Youth Advocacy Training Curriculum, which teaches leadership development and self-advocacy. This curriculum covers a range of practical skills, such as decision-making, effective communication, law/rights, teamwork, and self-monitoring. These topics teach skills that individuals with I/DD need to become more empowered and independent. This program consists of two four-week sessions in the summer.

We are currently seeking a CSJP intern to be a coordinator in our SIP. Alongside the H.E.A.R.T. staff, you will assist with teaching the TCDD Youth Advocacy Training Curriculum virtually and on-site. You will provide administrative support, such as updating the curriculum files and maintaining participant's timesheets. Additionally, you will learn and work on hands-on training activities with the participants. The goal of this CSJP internship is to help H.E.A.R.T. Program participants with I/DD successfully complete their summer program with a concrete resume so that they can begin building work experiences for future job prospects. Your assistance with the curriculum will directly influence the future of the organization as H.E.A.R.T. continues the work of providing job opportunities while educating self-growth and advocacy to many more individuals with special needs in the future. This is an endeavor that has the full support of our entire staff and board of directors who are excited and enthusiastic about this position.

## **The Summer Internship Coordinator job duties include but are not limited to:**

### **Session One & Two:**

- Understand the learning objectives and terms of each topic in the curriculum.
- Assist, prepare, and teach TCDD Youth Advocacy lessons.
- Administer pre- and post-tests to the participants to demonstrate their progress.
- Assist program recruitment and enrollment.
- Assist Program Manager with curriculum modifications, where appropriate, to meet diverse needs.
- Collect feedback and update the curriculum with directed changes.
- Provide administrative support; create and maintain student files with all the necessary documents.
- Participate in staff meetings of the organization.
- Attend required training courses as needed to gain competencies for the CSJP internship.
- Participate as a team member in carrying out organizational goals and activities.
- Attend all CSJP intern development opportunities provided by ExxonMobil and Sunwest Communications.

### **Session One (Virtual):**

- Assist with maintaining the e-learning information portal.
- Prepare and lead Zoom lessons.
- Record and catalog all Zoom sessions.
- Assist with maintaining SIP Instagram page.
- Assist with creating and updating a curriculum resource binder.
- Maintain accurate records of SIP intern's progress, attendance, and credit hours.
- Plan, coordinate, and lead the Session One virtual graduation.

### **Session Two (On-Site):**

- Learn and understand the steps of each hands-on training activity in the Food Bank project area.
- Supervise and lead a group of participants in a project area by modeling the proper work skills and practices.
- Assist in enforcing the rules and protocols of the Food Bank, H.E.A.R.T., and COVID in training areas as well as classrooms.
- Research and create a step-by-step activity procedure binder for each of the assigned hands-on training areas.
- Record time logs for participants in each training area.
- Assist with distributing, tracking, and reporting daily breakfast, lunch, and snacks provided by the Houston Food Bank.
- Assist Program Manager with planning and coordinating Session Two graduation.

### **Desired Qualifications:**

- Interest and commitment to increasing opportunities for people with intellectual/developmental disabilities.
- Coursework in Education, Business, Social Work, and/or Psychology preferred.
- Able to lift up to 25 lbs.
- Able to work occasional weeknights, weekends, and/or holidays.
- Working knowledge of computer-including data-entry, internet research, and social media/communication platforms (i.e. Instagram and Zoom).
- Excellent written/verbal/interpersonal communication skills and superior organization/time management skills.
- Excellent attention to detail and superb ability to follow verbal/written directions.
- Resourceful, professional, collaborative, positive, adaptive, and must possess integrity.
- Eager to generate excitement about the programs and the mission.
- Possess a spirit of curiosity and a desire to learn where knowledge is limited.
- Must be team-oriented and cooperative.
- Must be able to pass a national criminal background check and drug & alcohol screening.
- Must have reliable transportation and reside in Harris or Montgomery County for the summer.