



Operations and Engagement Intern

Peoplefund is seeking a dynamic and energetic individual to work with our operations and administrative staff to support our client services. This intern will report directly to the office manager and have creative opportunities in event planning, office administration, client interfacing, and much more! All PeopleFund interns will engage with clients, staff across all departments, governing board, and participate in a variety of networking events and professional development opportunities.



Responsibilities Include:

- Support inquiries from prospective clients via phone, email, and web
- Assist in social media development and promotion
- Help coordinate internal and external events, including PeopleTalk event in March
- Communicate with partners, affiliates, and clients
- Support human resources and office management initiatives
- Coordinate with vendors, membership orgs, etc.
- Coordinate documents for clients, staff, governing board, external meetings.
- Support marketing and outreach initiatives

Preferred Skills:

- Outgoing personality eager to interface with clients directly.
- Excellent written and oral communication skills.
- Experience with Microsoft Office Suite.
- Spanish Language a plus.

This position is unpaid, but will offer networking opportunities and avenues for growth. We are looking for a passionate and creative addition to our team. Preference will be given to candidates who are interested in a year-long internship but Spring-semester only candidates will be considered.

To Apply, please send resume, cover letter, and statement of availability to amber@peoplefund.org.

PeopleFund

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