Operations Intern

Position Summary
Under the direction of the Interim Operations Director, intern will be assisting in the day-to-day operations and needs of the operations department. Assisting in research of products, communications to teams, and preparing for upcoming event needs. Intern will report to the FIRST in Texas Interim Operations Director.

Primary Duties and Responsibilities
This is a guide to generally outline the responsibilities and expectations and may be modified as deemed appropriate by FIRST in Texas.
● Assist with purchases, vendor information and invoices
● Help prepare newsletters, Google Forms, and other documents
● Compile data needed for various projects; this can include quotes, costs and vendor information
● Coordinate and support FLL, FTC, and FRC events with trophies and trailers
● Other related duties as requested.

Abilities Required
● Project Management: Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress.
● Entrepreneurial Spirit: Ability to work both independently without close oversight, but also, a team player who will proactively engage with others at varying levels of seniority within and outside FIRST in Texas.
● Communications: Excellent verbal and written communication, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to both internal and external audiences. Ability to set up and use technology for presentations.
● Collaboration: Effective at working with others to reach common goals and objectives while being free of any perceived conflict of interest.

Education and Experience Requirements
A High School Senior or College Student. Having FIRST experience preferred, but not required.

Computer Skills
To perform this job successfully, an individual should have knowledge of:
● Google Drive Suite for Business (Gmail, Docs, Sheets, Forms, Slides, Drive)
● Microsoft Suite for Business (Teams, Word, Excel, Outlook, Forms)

Classification
Maximum 19 hours a week. Flexible schedule

Disclaimers
FIRST in Texas leadership reserves the right to assign or reassign duties and responsibilities to this position at any time and this description reflects management’s assignment of essential functions. This job description is subject to change at any time.
FIRST in Texas is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.