

Position Summary

Under the Operations Director (and Director of Impact and Evaluation upon return from leave), the **FIRST** Access Intern will assist in the day-to-day operations and needs of **FIRST in Texas**' **FIRST** Access program, communicating with and supporting teams, developing resources, and preparing for the season and events.

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 recruiting, registering, supporting, and communicating with **FIRST** Access teams.
- Review and award **FIRST** Access team grant applications with Grants Manager.
- Assist with purchases, vendor information, and invoices for **FIRST** Access team materials.
- Help identify hosts and support local/Regional **FIRST** Access events throughout the state.
- Support planning of the **FIRST** Access State Championship event.
- Develop **FIRST** Access social media/promotional content with Communications Manager as needed.
- 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.
- **Communications:** Above average verbal and written communication skills, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. 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.
- **Travel:** May need to travel for events.

Education and Experience Requirements

College or Graduate student with **FIRST** experience. Experience supporting students with disabilities/special needs.

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 Office Suite (Word, Excel, PowerPoint, Outlook)

Classification

Part-Time/Temporary Employee - \$10 per hour, maximum 19 hours a week with maximum total of 1,000 hours.

Travel Benefits

Reimbursable mileage for approved travel exceeding 50 miles round trip. Lodging provided, when necessary and approved, for overnight stays.

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.