**Scope of Work:** Tulane Hybrid Internship program

**Tulane University Internship Program**

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| **Organization Name:**  | Directed Initiatives for Youth, Inc., dBA Excite All Stars |
| **Internship Title:** | Virtual Mentorship/Internship Program |
| **Org. Location:** | New Orleans, LA (Remote/IN-PERSON) |
| **Industry:** | Youth Development |
| **Number of Internship Positions:** | 4 |
| **About the Organization:** | Sports based and Leadership based Youth Development Organization |
| **Primary Responsibilities:** | (see below) |
| **Required or Preferred Skills:** | Strong verbal and written communication skills. Professionalism, responsiveness and punctuality. |
| **Duration: 60 Hours** | 5 to 6 hrs. per week, including prep time.  |
| **Required Schedule Availability (Important Dates-Hours per week, specific times):** | **September 18- Internship/Volunteer Orientation** **Joe W. Brown Park Rec Center 5601 Read Blvd. NOLA 70127****October 2- Fall programs begin****January 15 Winter/Spring orientation****February 5 Winter/Spring programs begin** |
| **Other Important Notes:** | Excite All Stars has virtual programming during the week and in person programs on Saturdays at Joe W. Brown Park including our Tennis Academy. Leadership Academy, and Excite Girls Rock female empowerment program.  |

**Communications/Development Intern Responsibilities include**:

The Fundraising & Development Intern will assist in the support of the execution of fundraising activities.

**Additional responsibilities include:**

 • Assist in sponsorships and in-kind requests (both written and verbal)

• Coordinate closely with marketing team on social media, collateral, and web content to promote events

• Research content for and draft email blasts to donors, supporters and other interested parties

• Provide support for on-going development activities including prospect research, grant research and drafting, and program marketing

• Creating fundraising campaigns, including thinking creatively about campaign messages, as well as implementing the logistics of campaigns (mailings, social media posts, e-mails, phone calls)

**Program Intern Support Responsibilities include:**

* Support in onboarding of Mentors/Mentees into Flightplan program
* Be a liaison between elementary/middle school teachers and Coach Priya (As needed-secondary priority)
* Step in during virtual classroom sessions & take pictures of the classes
* Support in person activities at Joe W. Brown Park as needed
	+ EAS Tennis Academy (Feb-April)
	+ Excite Girls Rock Female empowerment program (TBD) February
	+ STEM Saturdays/Basketball Clinics (March)
	+ Social Justice Internship (February)
	+ Arts Programs/Baseball Clinics (April)
* Create and deliver content for one of our virtual learning programs

220 Leadership curricula (High School version and middle school version)

* + (Examples below) (Will decide at orientation on specifics)
		- Financial Literacy (during EGR and STEM Saturdays) IN PERSON
		- Entrepreneurship
		- Goal Setting
		- Living your life without limits
* Create and deliver virtual content for one of our virtual learning programs
	+ Arts curricula Provided by EAS (Examples below) (Will decide at orientation on specifics)
* Social Media: <https://spark.adobe.com/page/8mvXR6al4D52w/>
* Culinary Arts: <https://spark.adobe.com/page/b05d3f1f-ac12-4308-a1a3-15f06331510b/>
* Podcast:  <https://spark.adobe.com/page/0tgVGQesEBFin/>
* Creative Writing: <https://spark.adobe.com/page/qxZJm1XbDuM29/>
* Visual Arts- TBD by Hannah and EAS
* **15-minute check-ins weekly with Priya on progress.**