**Harvard Club of Dallas**

**Summer Community Service Fellowship Internship Opportunities**

**Summer 2024**

The Harvard Club of Dallas has worked with leading Dallas community service organizations to develop five Summer Internship Opportunities available to Harvard undergraduate students for the Summer of 2024. Each of these Internships will last 10 weeks, with start dates to be agreed between the intern and the organization.

The Harvard Club of Dallas is currently able to offer one fellowship in the amount of $5,000, which will be awarded to the top applicant. In the event that an applicant is not selected for the HCD Community Service Fellowship, they will have the option to apply for other funding sources available from Harvard University, or volunteer at the organization without a fellowship. Applicants not selected for the HCD Community Service Fellowship will be notified as soon as possible, so that they can locate alternate sources of funding, or determine whether they are willing to volunteer at the non-profit organization as an unpaid summer intern to gain invaluable work experience. After the HCD Community Service Fellowship has been awarded, the Harvard Club of Dallas will introduce any student interested in volunteering without the financial support of the HCD Community Service Fellowship to the community service organizations listed below.

Below is a list of the community service organizations that are generously offering summer internships to undergraduate students. An applicant may also propose an internship with another Dallas community service organization. Detailed job descriptions follow. Please direct any questions about the HCD Community Service Fellowship to Brian Buffington-VP Philanthropy [bbuffington@ymail.com](about:blank) or Amy Blankson-VP Philanthropy amyblankson@gmail.com, of the Harvard Club of Dallas.

**Dallas Summer 2023 Community Service Internships Available to Harvard Undergraduate Students:**

1. **Educational First Steps**
2. **CASA of Denton County**
3. **MassChallenge**

**Educational First Steps**

**Summer 2023 Internship Opportunity**

**Organization Name:** Educational First Steps

**Organization Address:** 2815 Gaston Avenue Dallas, TX 75226

**Name and E-Mail of Primary Contact for Application: Vickie Lynn Allen**, President and CEO, [vallen@educationalfirststeps.org](about:blank)

**Organization Mission:**

The mission of Educational First Steps (EFS) is to create and support high-quality early learning environments that ignite the minds of children from birth to age five. EFS currently partners with 100 child development centers and more than 50 home based partners in historically under resourced environments to impact over 4,500 children annually. EFS pursues its mission through the Four Steps to Excellence. This early learning program provides the evidence-based training, mentoring, classroom resources, and business support needed to guide childcare centers through the accreditation process. The unique, multi-faceted approach that characterizes the Four Steps to Excellence, with a focus on the physical learning environments, the quality of instruction or care delivered, and the overall sustainability of a childcare center’s business practices, has propelled significant growth for the organization. In 2010, EFS expanded its services to Fort Worth and Tarrant County. Presently, the Four Steps to Excellence can be found in 25 independent school districts across 6 North Texas counties including Dallas, Tarrant, Denton, Collin, Johnson, and Grayson counties. Today, EFS is both an advocate and resource for the sustainability of high-quality early childhood education. The current focus of the organization is to help ensure that both the accessibility and the quality of early learning environments in North Texas endure and continue to flourish beyond the persistence of socio-economic inequalities as well as any lingering effects of the COVID-19 pandemic.

**Internship Objectives:**

The Social Equity Research intern will oversee the research, planning and implementation of outreach strategies on behalf of EFS. The position’s primary responsibility will be to help connect prospects, collaborators, and key influencers in the broader early childhood education community of North Texas to EFS through both advocacy and volunteerism. The mission of EFS is to create and support high-quality early learning environments that ignite the minds of children from birth to age five. We currently partner with 98 child development centers and 52 home based partners in historically under resourced environments; serving over 4,500 children.

**Brief Description of Project Intern Will Work On:**

The Social Equity intern would be tasked with the following: 1) Maintain a calendar of outreach activities; 2) Prepare an annual budget for community outreach activities; 3) Nurture new and old relationships with collaborative partners; 4) Assist with the scheduling of regular outreach events; 5) Prepare accurate records and reports to support the organization’s constituent relationship management system; and 6) Identify top prospects (corporations, organizations, individuals etc.) who are most likely to support EFS’ work.

**Individual Who Will Manage Intern:** Vickie L. Allen, Chief Executive Officer

In 2019 Vickie L. Allen was named Executive Director to take EFS to its place in the vanguard of early childhood education. Early in her tenure at Executive Director and now Chief Executive Officer, Ms. Allen faced the challenge brought on by the COVID pandemic and the crucial needs of our partner childcare centers. In April 2020, she established the EFS Dallas/Fort Worth COVID-19 Childcare Relief Fund in partnership with Rees-Jones Foundation, George & Fay Young Foundation, and Rainwater Charitable Foundation.

**CASA of Denton County**

**Summer 2024 Internship Opportunity**

**Organization Name:** Court Appointed Special Advocates of Denton County, Inc.

**Organization Address:** 614 N. Bell Ave., Denton, TX 76209

**Name and E-Mail of Primary Contact for Application:**

Heather Johnson, Development Director, [hjohnson@casadenton.org](about:blank)

**Organization Mission:** The mission of CASA of Denton County, Inc.

is to advocate for the best interests of children who have experienced abuse and neglect. Our trained and supported community volunteers build a strong, consistent relationship with each child and their family, promote community resources, and make informed recommendations to the court. Each volunteer will serve as Guardian Ad Litem on their case(s), making a strong impact in the lives of children from our community.

**Internship Objectives:**

As many non-profits, CASA rarely has the staff time to devote to community awareness and donor stewardship. These two areas of focus are key to the long-term viability of an organization that relies on the public for much of its support, and an intern could be a valuable partner to support the two goals of increasing public awareness, and public support for our mission.

**Brief Description of Project Intern Will Work On:**

* Update contact lists to strategize plans for support and awareness campaigns.
* Delve into volunteer and donor databases and develop new processes for collecting and using volunteer data.
* Implement selected facets of marketing plans for volunteer recruitment, general awareness, and stewardship of current donors.
* Conduct volunteer and donor interviews to learn more about their experience with, and commitment to, the agency.
* Use information and stories to devise a plan to appropriately steward current relationships and harness the strength of CASA’s loyal supporters to sustain our work.

**Individual Who Will Manage Intern:**

Heather Johnson, Development Director, with help from Recruiting and Volunteer Management staff

\*\*Background checks will be required, including FBI fingerprint check and Texas Child Abuse Registry.

**MassChallenge**

**Summer 2024 Internship Opportunity**

**Organization Name: MassChallenge**

**Organization Address: Pegasus Park, Dallas TX**

**Name and E-Mail of Primary Contact for Application:**

Tiffanie Tovar, Sr Manager Community, MassChallenge North Texas, Tiffanie@masschallenge.org

**Organization Mission:**

Founded in 2009 in Boston, MA, MassChallenge’s mission is to equip bold entrepreneurs to disrupt the status quo and create meaningful change. MassChallenge connects startups, experts, corporations, and communities to grow and transform businesses and economies. We do this work because entrepreneurship is a uniquely vigorous force in driving progress against humanity’s greatest challenges, creating opportunity for individuals, and generating jobs for our economy. We work across sectors to drive a stronger future through collaborative innovation and support all founders whether they fit or break the traditional venture mold.

**Internship Objectives:**

MassChallenge expanded into North Texas in 2021. Our objective is to support and expand the startups ecosystem in Dallas and to connect startups from other regions into the North Texas ecosystem.

**Brief Description of Project Intern Will Work On:**

* Assist in the delivery of the early-stage startup accelerator including through communicating with startups, coordinating startup curriculum, hosting local startups for in-person events.
* Support planning of Dallas INNOVATE, a large-scale North Texas Startup Event scheduled for September.
* Support in startup sourcing and other accelerator planning for fall Human Performance accelerator.
* Support in planning and execution of in-person events including networking events, thought-leadership events, and other events to provide learning and networking in North Texas

**Individual Who Will Manage Intern:**

Head of Texas, Jon Norby

Tiffanie Tovar, Sr Manager, Community