**Harvard Club of Dallas**

**Summer Community Service Fellowship Internship Opportunities**

**Summer 2025**

The Harvard Club of Dallas has worked with leading Dallas community service organizations to develop two Summer Internship Opportunities available to Harvard undergraduate students for the Summer of 2025. 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 Amy Lo-VP Philanthropy ([amylo00@gmail.com](mailto:amylo00@gmail.com)) of the Harvard Club of Dallas.

**My Possibilities**

**Summer 2025 Internship Opportunity**

**Organization Name: M**y Possibilities

**Organization Address:** 3601 Mapleshade Lane, Plano, TX 75075

**Name and E-Mail of Primary Contact for Application:** Kimberly Roosevelt, [kroosevelt@mptx.org](mailto:kroosevelt@mptx.org)

**Organization Mission:** My Possibilities’ mission is the relentless pursuit of full, untapped possibilities for all HugelyImportant People. (HIPsters). My Possibilities transforms the lives of over 600 adults with intellectual anddevelopmental disabilities (IDD) each week, empowering them to develop essential skills, connect with their communities, and thrive in their daily lives.

**Internship Overview:** This fellowship offers an opportunity for the student to work directly with My Possibilities' innovative deliberate design process, spearheaded by our Resource Development Team. The project will focus on evaluating and promoting the Employment Innovations School (EIS), a groundbreaking program that prepares adult with IDD for competitive, integrated employment. This will provide the student with an impactful experience, aligning with U.N. Sustainable Development Goals #4 (Quality Education), #8 (Decent Work and Economic Growth), and #10 (Reduced Inequalities).

**Objectives:**

• The student will gain practical knowledge in program evaluation, data analysis and communication of impact through case studies.

• The project will expand the deliberate design process by establishing evaluation tools for collecting feedback from corporate partners who hire individuals with IDD. This will capture their needs, concerns, and successes across industries and provide insights on challenges related to hiring and employee retention.

• Support My Possibilities’ mission to build an inclusive, forward-thinking workforce ecosystem for adults with IDD.

**Key Projects:**

1. Impact Evaluation: The intern will analyze and report on baseline pre- and post-survey data from clients and caregivers to assess the impact of EIS and inform future program improvements.
2. Employer Feedback Process: Design and implement a survey tool to gather feedback from employers, ensuring program effectiveness and participant readiness for various job sectors while addressing potential challenges in workforce integration.
3. Case Studies and Impact Reports: Develop compelling case studies and reports that highlight real-life successes and challenges, showcasing the importance of the EIS and its potential for replication on a national scale.

**Why This Matters:** The student’s contributions will be crucial in bridging innovative vocational training with real-world employment opportunities for adults with IDD. This role goes beyond supporting local community efforts; it engages employers directly, bringing them to the table to hire and collaborate in identifying and overcoming challenges they face in the hiring and retention process. The student will be an integral part of this meaningful initiative, positioning My Possibilities as a leader in employment solutions for adults with IDD. By expanding this model, the student will help foster a more inclusive society where employment opportunities are not only available but sustainable for all.

**Intern Supervisor:** Brenda Rozinsky, Grants and Foundations Officer, brozinsky@mptx.org

**BeKinder Coffee**

**Summer 2025 Internship Opportunity**

**Organization Name:**  BeKinder Coffee

**Organization Address:**  6500 Greenville Ave Suite#170, Dallas TX 75206

**Name and E-Mail of Primary Contact for Application: Jane Gow** [**jane@bekindercoffeeus.org**](mailto:jane@bekindercoffeeus.org) **or** [**janengow@gmail.com**](mailto:janengow@gmail.com)

**Organization Mission:**

BeKinder Coffee is a nonprofit organization dedicated to promoting a compassionate community for refugees and asylees. We provide essential job skills, continuing education, and job training opportunities for migrants who participate in our program.

Brand Values:  
• Kindness —A little kindness can go a long way.  
• Passion — Committed to do better, be better and give better.  
• Integrity — Build trust through responsible actions and products.  
• Strength — Steadfast in our commitment and goals.  
• Inclusion & Diversity — Everyone is welcome.  
• Community Giving— Provide opportunities that serve everyone that needs it.

**Internship Objectives:** To learn how to properly market, branding and run a non-profit

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

Join our dynamic team at BeKinder Coffee, where we are dedicated to making a positive impact in our community through ethically sourced coffee and social initiatives. We are seeking a motivated Marketing and Social Media Branding Intern to help elevate our online presence and engage with our audience.

Responsibilities:

Social Media Management: Assist in creating and scheduling engaging content across platforms (Instagram, Facebook, Twitter) to promote our mission, events, and products.

Content Creation: Develop visually appealing graphics, videos, and written content that aligns with our brand voice and resonates with our target audience.

Analytics Tracking: Monitor social media metrics and provide insights on campaign performance to help refine our marketing approach.

Community Engagement: Support outreach efforts by interacting with followers, responding to inquiries, and fostering a sense of community online.