

Harvard Club of Dallas
Summer Community Service Fellowship Internship Opportunities
Summer 2023

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 2023. 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 \$4,500, 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 or Lisa Halustick-VP Philanthropy lhlustick@yahoo.com, of the Harvard Club of Dallas.

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

- 1. My Possibilities**
- 2. Dallas Contemporary**
- 3. Principal Impact Collaborative at UNT Dallas**
- 4. Dallas Holocaust and Human Rights Museum**
- 5. Educational First Steps**

My Possibilities

Summer 2023 Internship Opportunity

Organization Name: My Possibilities

Organization Address: 3601 Mapleshade Lane, Plano, TX 75075

Name and E-Mail of Primary Contact for Application: Kimberly Roosevelt, kroosevelt@mptx.org

Organization Mission: My Possibilities' mission is to courageously and relentlessly pursue the full, untapped possibilities of our Hugely Important People, making every day count.

My Possibilities serves 625 adults with intellectual or developmental disabilities (IDD) weekly across all programs. Collectively, our HIPsters (the Hugely Important People we serve) have more than 160 diagnoses, including Down syndrome, Autism, Cerebral Palsy, developmental delays, traumatic brain injuries, seizure disorders, and physical disabilities that often accompany developmental and cognitive disabilities. My Possibilities transforms the lives of adults with IDD by offering opportunities corresponding to our five pillars of instruction: social-emotional skills, independent living skills, vocational skills, health and wellness, and creative expression. MP's first-of-its-kind college-style campus, located in Plano, Texas, is home to educational classrooms, a computer lab, an art studio, an in-house kitchen, and the first North Texas workout facility dedicated entirely to adults with IDD. HIPsters are empowered to develop vocational and independent living skills, connect with their community, and learn competencies to enhance their quality of life.

My Possibilities is expanding our campus to include a new 30,000-square-foot Career Services building, which will allow adults with IDD to develop job skills in vocational labs designed to meet industry-specific needs. This program design will utilize a person-centered approach that will create quality employees and establish collaborations with corporate partners to develop workforce solutions and best practices for hiring and retaining HIPsters to create an inclusive workplace environment for all. My Possibilities vision is to be recognized as the leader and benchmark for continued education for adults with disabilities.

Internship Objectives: In alignment with the U.N. Sustainable Goal #4 to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all, the intern position will research educational goals, outcomes, and impact for similar programs that serve the IDD community and establish processes for internal data collection and external reporting to stakeholders.

Brief Description of Project Intern Will Work On:

- Research, compile data, and report metrics and program outcomes from other nonprofits that serve the IDD community.
- Create a Community Needs and Strengths Assessment for North Texas focused on adults with IDD to support future grant requests and federal funding opportunities.
- Institute outcomes measurements for vocational training labs.

Individual Who Will Manage Intern:

Brenda Rozinsky, Grants and Foundation Officer, brozinsky@mptx.org

Dallas Contemporary
Summer 2023 Internship Opportunity

Organization Name: Dallas Contemporary

Organization Address: 161 Glass Street, Dallas, TX 75207

Name and E-Mail of Primary Contact for Application: Lucia Simek,
lucia.simek@dallascontemporary.org

Organization Mission: To present the art of our time to the public and to document new directions in art through rotating exhibitions, publications, and learning programs for visitors of all ages. As a contemporary arts institution that grapples with timely and complex issues in one of the fastest growing metroplexes in our nation, we firmly believe in the power of artists' ideas and voices to chronicle and transform society.

The institution's programming focuses on exhibiting both new and recognized multidisciplinary works by emerging and established local and international artists, as well as commissioning site-specific works. Dallas Contemporary presents around eight rotating exhibitions a year in two annual cycles. Such presentations are further enhanced by the institution's sprawling industrial building, providing a wholly unique context for each individual exhibition. In doing so, it follows the European model of a *kunsthalle*, or art hall, a welcoming exhibition site for art of the moment. Dallas Contemporary's programming is complemented by its publications and leading education programs that present lifelong learning opportunities to visitors from infants to adults. Admission to the museum is always free.

Internship Objectives: As the Dallas Contemporary maps new goals for more inclusive, community-based education and public programs, the intern position will aid the Director of External Affairs and the Development Manager in researching and gathering data for grants that will support its curatorial and accessibility missions.

Brief Description of Project Intern Will Work On:

- Research, compile data for local and national art and education granting sources.
- Research, compile data, and report metrics on national/international museum accessibility trends and outcomes
- Research, compile data, and report metrics on comparable national and international museums with performance/time-based curatorial programs
- Research, compile data for performance/time-based arts granting sources

Individual Who Will Manage Intern:

Lucia Simek, Director of External Affairs, lucia.simek@dallascontemporary.org

Principal Impact Collaborative at UNT Dallas

Summer 2023 Internship Opportunity

Organization Name: Principal Impact Collaborative at UNT Dallas

Organization Address: 7300 University Hills Boulevard, Dallas, TX 75241

Name and E-Mail of Primary Contact: Rachel Chewakin, Director of Strategic Initiatives & Talent, rachel.chewakin@untdallas.edu.

Organization Mission: To develop bold and retain, equity-driven, and resilient education leaders who strengthen our communities

Organization Vision: All students will thrive in schools led by visionary, impactful and enduring leaders

Organization Website: www.principalimpactcollaborative.org

Internship Objectives: The intern will work closely with the PIC team to support various areas of the organization's initiatives and programming:

- Be a key member of planning for North Texas Giving Day by creating content for a successful fundraiser campaign
- Support program team in visiting and securing sites for future events including principal workshops, team outings and various meetings
- Support creation of organizational one-pagers or blog pieces for various audiences (program partners, funders, elected officials, district leaders, etc.)
- Work with professional learning suite of tools, including Excel, Weebly, Constant Contact and Canva
- Support summer programming as needed

Brief Description of Project Intern Will Work On: The projects the Intern will support are the organization's development, communications and engagement initiatives including the North Texas Giving Day campaign, program collateral, social media and events. The Intern will primarily support and manage campaign planning, including but not limited to, creating North Texas Giving Day campaign and promotional items, and creating corresponding social posts. The Intern will also support program collateral creation including impact reports, one-pagers, and blog posts. Lastly, the Intern will support with programmatic needs such as visiting and securing event space, and providing administrative and creative support for summer programming.

Individual Who Will Manage Intern: Rachel Chewakin rachel.chewakin@untdallas.edu.

The Dallas Holocaust and Human Rights Museum

Summer 2023 Internship Opportunity

Organization Name: The Dallas Holocaust and Human Rights Museum

Organization Address: 300 N Houston St, Dallas, TX 75202

Name and E-Mail of Primary Contact Annie Black, Director of Programs and Volunteer's
ablack@dhhrm.org

Organization Mission/Vision: The Dallas Holocaust and Human Rights Museum is dedicated to teaching the history of the Holocaust and advancing human rights to combat prejudice, hatred, and indifference.

Organization Website: www.dhhrm.org

Brief Description of Project Intern Will Work On: The Dallas Holocaust and Human Rights Museum is seeking a summer intern to assist with various tasks and responsibilities in the Development Department. Under the direction of the Chief Advancement and External Affairs Officer, this intern will be directly involved in planning and day-to-day operations of the department. This is an in-person position.

Responsibilities:

- Assist Development staff in event planning and day-of event activities
- Assist with donor communications, e.g., mailings, calls, and materials
- Support database administration
- Attend Development Department meetings
- Conduct prospect research on individual, foundation, and corporate donors
- Draft profiles of prospective donors for the Development team
- Perform general administrative duties to assist the Development team
- Assist in other duties as directed by the Chief Advancement and External Affairs Officer Key

Requirements:

- Proven experience with Microsoft Office Suite, including Microsoft Excel
- Ability to work independently and take initiative on projects
- Discretion when dealing with sensitive issues and information
- Database knowledge preferred
- Willing to support the mission of the Dallas Holocaust and Human Rights Museum to teach the history of the Holocaust and advance human rights to combat prejudice, hatred, and indifference
- Able to interact well with Museum staff, students, and visitors

Individual Who Will Manage Intern: Chief Advancement and External Affairs Officer

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

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 began in 1990, after a group of Dallas philanthropists led by oil industry entrepreneur David Munson, community volunteers Sandra Estess and Barb Garton, and the former DISD Superintendent Linus Wright, as a community initiative to transform low-performing childcare centers into national accredited high-quality early learning environments. Their passion to create was rooted in the belief that children only get one childhood; and it is imperative they are equipped with the best tools in the beginning of their development. The science confirms that 90% of brain development happens between ages birth and age five; however, children exposed to high levels of poverty and trauma may not be positioned to maximize that learning development window. Most of the children historically served by EFS reside in high poverty zip codes and face the residual impact of racism, oppression, and systematic barriers that limit growth and prosperity.

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.