



Scholarships Intern

The Scholarships Intern is a paid, part-time, independent contractor position intended for current college students. This position reports to the Scholarships Officer and assists the Scholarships Officer and Senior Program Officer in managing scholarship applications, talking with students and families, and participating in annual evaluation efforts.

This position will be 16 weeks from mid-January to mid-May (exact dates flexible), 10 hours per week. Based on the intern's availability and preferences, the position may be fully remote or hybrid. The Foundation will provide a company laptop for completion of internship work.

KEY RESPONSIBILITIES

- **Scholarship Application Processing**
 - Review submitted scholarship applications and check for completion based on each scholarship's requirements
 - Note any missing components of applications and follow up with students
 - Move applications from 'submitted' to 'complete' in preparation for committee review
 - Communicate via email with students and parents regarding application questions
- **Resource Management**
 - Update existing scholarship resource library for students and parents
 - Provide guidance for student-focused financial aid content
 - Help to draft, film, and edit short informational videos on financial aid topics
 - Help with logistics of scholarship information sessions provided via Zoom
- **Other**
 - Participate in one Triangle Scholarship Providers Collaborative and one Triangle Community Foundation Scholarship Recipient Advisory Committee meeting in Spring 2025 (included in your 10 hrs per week)
 - Assist with outreach to students eligible to apply for scholarships
 - Assist with communication and scheduling of scholarship review committees

POSITION REQUIREMENTS

- Commitment to the Foundation's goals and mission
- Interest in learning about philanthropy and/or scholarships management
- 1-2 years of postsecondary education preferred
- Proficiency with Microsoft 365 required
- Experience applying for and/or receiving scholarships or other financial aid preferred
- Good interpersonal skills, including the ability and willingness to work closely with colleagues as a team
- Strong customer service mentality and commitment to professionalism.

- A willingness to use all forms of communication tools to respond to inquiries: phone use and emailing a must.
- Strong organizational skills and ability to organize work to meet deadlines
- Flexibility; able to adjust activities and priorities and take on new responsibilities
- Dependability

Applicants may not be current scholarship recipients of the Foundation. Applicants must be authorized to work in the US.

COMPENSATION

- Pay will be \$18/hour, 10 hours per week for 16 weeks (\$2,880).
- The Foundation is committed to the professional growth of the intern beyond the responsibilities listed here. Staff are happy to offer support in resume reviews, guidance on job applications, mock interviews, etc.

Triangle Community Foundation serves Chatham, Durham, Orange, and Wake County, and is the largest nonprofit funder in our region. By working with dedicated donors and strong nonprofits, we can guide gifts in a strategic way to fill in gaps, reduce inequities, and solve the region's most pressing challenges. Since 1983, we have envisioned a Triangle that works together so everyone can thrive and in the last fiscal year, with the help of our generous family of donors, we granted over \$30 million back into the community to make a difference.

For more details about Triangle Community Foundation, visit www.trianglecf.org.

At Triangle Community Foundation, we believe that when people feel respected and included, they can be more creative, innovative, and successful. While we have more work to do to advance equity, diversity, and inclusion, we are investing to move our organization and community forward. Triangle Community Foundation is an equal opportunity employer and encourages applications from persons of all races and ethnic backgrounds.

HOW TO APPLY

Please email your resumé to jobs@trianglecf.org with "Scholarships Intern Position" in the subject line. Please also include a cover letter that addresses all the following:

- Your interest in the Scholarships Intern position
- How your experience (professional and/or personal) makes you a good fit for this role
- What you hope to gain from the internship experience

A webinar to answer questions about our scholarship program and the intern position will be offered on Thursday, October 24th from 7-8p via Zoom. Registration is required and can be completed [here](#).

Priority will be given to resúms received by Friday, November 8, 2024. Selected candidates will be invited to complete a virtual interview in late November/early December.

If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to scholarships@trianglecf.org.