

Programs Intern

The Elizabeth Dole Foundation is seeking an Intern to support its Programs team starting in Fall 2021. The Intern would be responsible for supporting the team and assisting in providing coordination of programs, meetings and calls with EDF's stakeholders.

PRIMARY RESPONSIBILITIES

- Assist in facilitating monthly update and enrichment calls for the Dole Fellows and the Hidden Heroes Caregiver Community
- Assist in overseeing and providing support for EDF Fellows Program Coordinator for Fall events schedule
- Support administration functions for EDF Programs team to include (but not limited): managing inbox to respond to caregiver inquiries, coordinating mailings to Hidden Heroes Cities officials and Fellows, supporting meeting preparation, note taking, etc.
- Assist in coordination of weekly call with EDF Fellows Program Coordinator and HCC Program Coordinator to check in on the status of the Fellows Program
- Other duties as assigned

MINIMUM REQUIREMENTS

- Excellent interpersonal skills for internal and external communication
- Excellent organization and time management skills; attention to detail
- Highly energized to engage and respond to the perspectives of a broad range of stakeholders, especially the ability to work with donors with an excellent service ethic
- Excellent verbal and written communication skills
- Knowledge of the not-for-profit environment
- Personal qualities of integrity, credibility, and a commitment to and passion for EDF's mission
- Ability to work under pressure and meet numerous deadlines
- Sensitivity to and understanding of people
- Excellent ability to interact on a professional level with all levels of staff, membership, and outside organizations
- Maintains excellent ethics and values and respects the Foundation's mission


PHYSICAL DEMANDS AND WORK ENVIRONMENT

This Foundation is seeking an Intern based in Washington, DC., with the ability to work from home and within an office environment and have significant interaction via telephone, videoconference, slack, and email with EDF's national team

The Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or military and veteran caregiver status.



Elizabeth Dole Foundation
CARING FOR MILITARY FAMILIES

600 New Hampshire Avenue, NW
Washington, DC 20037
elizabethdolefoundation.org
 @DoleFoundation

To Apply

Candidates interested in applying should send their resume and a cover letter including details of salary expectations in PDF format:

Neil Sumilas, Vice President of Operations
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