



SUCCESS *in* EDUCATION

Company: Success in Education (Ken Garff Nonprofit Foundation)

Position: Program and Event Intern

Salary: Unpaid

Supervisor: Mallory Santa Cruz

Location: Hybrid; Remote and Onsite

Onsite Address: 111 E Broadway, Ste 900, Salt Lake City, UT 84111

We are a statewide nonprofit foundation based in downtown Salt Lake City that offers its employees creativity, autonomy, and the opportunities to change lives.

Mission:

The mission of Success in Education is to provide a pathway to college or careers. We do this through literacy, technology and mentoring programs, and exposure to scholarships, internships, and careers

Programs and Purposes:

- The purpose of Keys to Success is to motivate students to unlock their future by connecting them to scholarships, internships, and careers.
- The purpose of Road to Success is to improve literacy skills of K-5 grade students through incentivized daily reading.
- The purpose of Women Who Succeed is to provide opportunities for girls and young women to grow confidence and leadership skills.
- The purpose of Ken Garff Esports is to enhance and enrich scholastic experiences through and beyond gaming.
- The purpose of Code to Success is to provide coding and web development principles for students interested in computer science.

Position Summary:

The Program and Event Intern is an entry level internship position, for students currently

studying business, non-profit, marketing, or other relevant fields. This position is responsible for supporting the development and implementation of Success in Education's state-wide programming, and the planning and execution of events.

Job Responsibilities:

- Support Regional Program Managers in delivering Road to Success, Keys to Success, Code to Success, Ken Garff Esports and Women Who Succeed program services to schools and districts statewide
- Support programmatic and foundation-wide events, including: planning, logistics, internal and external coordination, event execution, etc.
- Creation and distribution of program and event promotional materials.
- Track Key Performance Indicators for assigned program(s) and events.
- Regularly track inventory for the Foundation, implementing company policies and procedures for in-kind donation reconciliation.
- Administrative tasks, duties, and responsibilities.
- Coordinating with event vendors and managing logistics
- Provide weekly reports to leadership as to progress and challenges
- Provide content for social media to Marketing Coordinator to highlight success in geographic areas and in subject matter expertise.
- Communicate regularly and integrate initiatives as appropriate with other team members.

Qualifications:

- Current college student or 1-2 years' experience
- Confident in front of large crowds as well as one-on-one interactions
- Ability to collect, process, and present measured results
- Must be proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Organized, self-starter, team player
- Has integrity and values transparency in the workplace
- Graphic design, website, and social media experience are a plus