

## TEXAS RURAL FUNDER'S COLLABORATIVE POSITION DESCRIPTION

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JOB TITLE: Intern

STATUS: Part-time; Paid - \$15 per hour

HOURS: approximately 10-20 hours per week

DATE: February 1, 2020

### **About Texas Rural Funder's Collaborative**

In July 2017 a group of funders came together to consider how we might collaborate to bring additional attention and resources to rural Texas. The Texas Rural Funders Collaborative (TRFC) is made up of private foundations, community foundations, and health-conversation funders. All-together, the participating funders represent a variety of interests. We support the work that many rural practitioners dedicate themselves to every single day. It is our hope that by working together and with other people representing a diversity of expertise that we have the opportunity to take a cross-sectoral approach to honor, preserve, and strengthen rural life in Texas. Our belief is that the health of our state depends upon the success of ALL our communities and that urban and rural areas are inextricably linked. Throughout, it has been a priority for us to approach this work from an asset, rather than deficit, perspective; we are as eager to share what *is* working in rural communities as what is not.

### **Our Work**

We believe philanthropy has a role to bring awareness and resources to the challenges facing rural people and places. We must educate ourselves about rural needs and the availability of existing assets in order that we can act in a way that adds value.

### **Key Responsibilities**

Texas Rural Funder's Collaborative is looking for a graduate student intern to work directly with partners in Austin to support projects in the spring 2020 semester. Specific tasks will include:

- Conducting a landscape analysis examining different organizational structures for TRFC to consider as it grows and considers selecting a "permanent home".
- Supporting creation, dissemination, and analysis of surveys.
- Assist with analysis, writing, and editing reports and other projects, as relevant;
- Assist with event planning for various meetings, conferences, and forums;
- Other tasks as necessary.

**Qualifications**

- Bachelor's degree and be currently enrolled in master's program in business, public policy, communications, or related social science field.
- Interns must be eligible to work in the United States.
- Must have strong oral and written communications skills, and be able to work effectively and build relationships with others.
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.

**Skills & Requirements**

- Strong organizational, social, written, proofreading, and oral communication skills.
- Organized and detail-oriented while working on a wide range of tasks.
- Interest and/or knowledge of organizational design.
- Interest in philanthropy.
- Interest and/or knowledge of rural.
- Experience understanding and meeting the needs of multiple external partners.
- Experience with event planning.

**How to Apply**

- Email a resume and writing sample to [kgarbee@cftexas.org](mailto:kgarbee@cftexas.org)