



COMMUNITY FOUNDATION OF NORTHEAST IOWA

Job Title:	Teen Trust Student Director
Position Type:	Temporary Part-Time Internship
Reports To:	Program Director
HR Contact:	Oasis, a Paychex® Company
Date Revised:	02-11-22

Job Purpose: Responsible for effectively managing the Teen Trust youth philanthropy program.

Duties:

- Coordinate and implement a retreat day for the Trustees prior to the beginning of their term.
- Coordinate, implement, and facilitate bi-monthly Teen Trust meetings.
- Assist in organizing and participate in Teen Trust activities, including service projects and fundraising.
- Update the Program Director on a regular basis regarding Teen Trust progress/process.
- Facilitate and assist the students in the grant making process.
- Assist in development, coordination, and implementation of communications and publicity efforts.
- Assist in development, coordination, and implementation of leadership training activities with the students.
- Coordinate year-end grant presentations/distribution and an annual student celebration event.
- Create and implement a recruitment plan as well as interview potential Teen Trust members.
- Above all, mentor the Teen Trustees, guide their development as philanthropists, and act as a professional and respected ambassador for the Community Foundation of Northeast Iowa.

Minimum Requirements/Skills/Personal Characteristics:

- College student
- Excellent verbal communication, written communication, and interpersonal skills
- Demonstrated leadership skills
- Competent computer skills and knowledge. Experience with Microsoft Office Suite preferred.
- Preferred major in non-profit management or youth service

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Travel:

Minimal

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. I also understand that this job description does not constitute a contract of employment nor

alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Community Foundation of Northeast Iowa has a similar right.

Employee's Signature

Date