

## **Summer Internship Opportunity**

Full-time; Flexible hours; \$15/hour

Are you thinking about a career in the non-profit sector or just want to gain valuable work experience? The PanHellenic Scholarship Foundation is looking for interns to assist with multiple areas of day-to-day duties at its office.

### **PanHellenic Scholarship Foundation**

8501 West Higgins Road

Chicago, IL 60631

(Directly at the Cumberland "L" entrance)

### **Organization Summary**

The PanHellenic Scholarship Foundation is a 501 (c)3 not-for-profit organization established in 2002 by entrepreneur and philanthropist Chris P. Tomaras. Dedicated to promoting education and leadership, the Foundation recognizes and honors exceptional undergraduate students of Hellenic descent, supporting their efforts with significant monetary awards based on academic merit and financial need.

To date, the Foundation has awarded over \$3.75 million+ in scholarships to 600+ college students. The Foundation is governed by a Board of Directors, Advisory Board, Alumni Board and Academic Committee. The culmination of its yearly efforts is presented during an Alumni weekend, which includes an Awards Ceremony & Gala event, which also serves as the Foundation's main fundraiser each June.

### **Internship Description & Responsibilities:**

Interns will be responsible for aiding the daily operations of the PanHellenic Scholarship Foundation through administrative support. Interns will report directly to the Chairman, Director of Development & Director of Scholarships. This person will assist in the maintenance of the Foundation's calendar, records in multiple databases, executing mailings, preparing for board meetings, and any other administrative work relating to the upcoming scholarship season, next year's Alumni weekend/Awards Ceremony & Gala, and other PHSF initiatives.

### **Qualifications & Skills:**

- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Familiarity with Constant Contact
- Proficiency in social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Some familiarity with CRM software
- Excellent verbal and written communication skills
- Excellent typing and writing skills
- Excellent organization and multi-tasking abilities
- Ability to work on multiple projects simultaneously and meet various deadlines
- Ability to work independently & within a team environment
- Ability to maintain a positive attitude in a fast-paced environment

### **Miscellaneous Duties:**

- Support the Chairman, Director of Scholarships, and Administrative Assistant
- Answer telephones as needed
- Other administrative tasks as needed

IF INTERESTED please send resumes and cover letters to [info@panhellenicsf.org](mailto:info@panhellenicsf.org)