



The David L. Hoyt Education Foundation Summer 2019 Internships.

The David L. Hoyt Education Foundation was formed to provide, support, and encourage play-based and collaborative learning. We recognize the need to encourage and foster education, community, and responsible citizenship. We create accessible experiences and related curricula that engage learners with fun and interactive games and puzzles. The foundation values teamwork, fun, innovation, critical thinking, leadership, empathy, creativity, and literacy. David L. Hoyt, the co-founder of the DLHEF, is also the world's most syndicated puzzle creator and inventor of two amazing large format games, GIANT Word Winder and GIANT Math Winder (giantwordwinder.com), which are a big part of the programming provided by the Foundation.

The David L. Hoyt Education Foundation internship program offers exciting opportunities for students and young professionals to gain professional experience working side-by-side with foundation staff and board members.

Interns will be actively involved with all areas of non-profit management on many different levels. Interns will receive tasks and challenges that will provide direct support to our day-to-day activities. DLH Foundation staff and board members serve as mentors to each intern and ensure they have every chance for professional growth. Our goal is to give interns a comprehensive experience in education based non-profit management to provide the skills necessary to be a viable candidate in a highly competitive field.

Items of note: Exact schedules are to be determined by the specific internship program. Exact dates are flexible and arranged to correspond with intern's college schedules. Housing is not provided. College credit may be available through the intern's university or college. Otherwise, internship will receive a nominal stipend. The DLH Foundation also accepts intern applications on an open basis throughout the year.

Administrative Intern Job Description

The position of Administrative Intern will be mentored by the DLH Education Foundation staff. The Administrative Intern will work from the Foundation's office at the DLH Center for Collaborative Learning in Lincoln Square. Interns will spend the duration of their internship learning the ins and outs of grant preparation and fundraising, general office work, as well as have the opportunity to work on building our social network, program promotion, neighborhood relations, and e-marketing. Interns will have a flexible schedule, but will be expected to attend all fundraising events and complete 12-15 hours of office work per week. Duties will include researching individual, foundation, and corporate donors; assisting in the development of written materials including letters, reports, proposals, and invitations; organizing and implementing plans for fundraising events; data entry and other general office tasks; and other duties as assigned. Candidates must have strong computer skills, including the Microsoft Office Suite (Excel skills a must); excellent writing skills; the ability to multi-task and work within a team environment; and the focus to take on independent projects. Work with Adobe InDesign or Photoshop and interest in graphic design a plus.

Summer June - August