



## About the David L. Hoyt Education Foundation:

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 the world's most syndicated puzzle creator and inventor of two amazing large format games, GIANT Word Winder and GIANT Math Winder ([giantwordwinder.com](http://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 non-profit management to provide the skills necessary to be a viable candidate in a highly competitive field.

## Marketing and Media Design Internship

Marketing and Media Design interns will work directly with the Executive Director to design and develop media assets to be used on the foundation's website, social media outlets, and in print. Responsibilities will include:

- Creating media assets for multiple uses,
- Building a stronger more responsive and interactive social network,
- Some website design and management,
- Program promotion,
- Neighborhood and community relations,
- E-marketing,
- and some administrative duties as needed.

Prospective interns must have:

- Excellent verbal and written communication skills,
- Strong computer skills -- including the Microsoft Office Suite (Excel skills a must),
- Focus and commitment to take on independent projects,
- Experience with Adobe InDesign, Photoshop or similar
- Experience in video editing not required but favored
- An interest in working on a small team

If interested please send a resume, cover letter, and a course schedule if enrolled in classes at a college or university to [Claire@davidlhoytfoundation.org](mailto:Claire@davidlhoytfoundation.org).

[www.davidlhoytfoundation.org](http://www.davidlhoytfoundation.org) @davidlhoytfoundation