

Position Description
Scholarship Intern

POSITION OBJECTIVE

FAO's Scholarship Intern will support the scholarship program staff lead to execute tasks related to the 2017 scholarship program. In 2016, more than 250 scholarships were awarded to students throughout the 32 counties in Appalachian Ohio, totaling over \$260,000 in post-secondary support.

The Scholarship Intern will play a vital role in ensuring the success of the 2017 scholarship program and inspiring and supporting philanthropy throughout Appalachian Ohio.

ACTIVITIES

- Update scholarship handbook to reflect current state of FAO's scholarship program, including important details for all 45 scholarship funds
- Edit and prepare 2017 scholarship applications for online publication
- Manage the Fall 2017 Bellisio Foods Foundation Scholarship process
- Review and collect conflict of interest forms for 2016 scholarship committee members
- Organize materials for the 2017 scholarship cycle
- Market scholarship opportunities to regional guidance counselors
- Explore next steps in a scholarship recipient engagement initiative
- Maintain records for scholarship recipients according to the Foundation's record retention policy
- Maintain the scholarships@ffao.org email address
- Other activities as assigned

OTHER DETAILS

- Reports to the FAO Scholarship Program lead
- Paid internship position at \$10/hour
- Intern is expected to work for 15 weeks, the duration of Fall semester, with the possibility to extend the internship to the Spring Semester
- Minimum of 10 hours per week, though up to 20 hours per week are permissible dependent on workload
- Required to report to FAO headquarters in Nelsonville, Ohio for majority of hours
- The Foundation will provide a laptop and workstation, though that space may be shared with other Foundation interns
- Intern may be expected to assist with Foundation projects unrelated to the scholarship program as necessary, giving the intern the opportunity to learn about the Foundation's work more broadly

APPLICATION

To apply, please send a cover letter and resume to kmorman@ffao.org. We regret we are not able to personally respond to each individual candidate and will contact you if we would like to set up an interview. **The first round of interviews will start on Friday, September 9, 2016.**