

Mawby Fund for Kids Summer Internship

Job Description & Application

In 1995, as a result of a generous gift from Dr. Russell G. Mawby, president emeritus of the W.K. Kellogg Foundation, the Mawby Fund for Kids was established as a permanent endowment fund at the Council of Michigan Foundations (CMF) to promote Michigan youths' involvement in philanthropy. The current priority of the Fund is to support a summer internship at CMF for a college or university student who is an alumnus of a Michigan Community Foundation Youth Advisory Committee (YAC).

About CMF

The Council of Michigan Foundations is a statewide association of foundations and corporations which make grants for charitable purposes. As a membership organization, CMF's mission is to strengthen, promote and increase philanthropy in Michigan. To learn more about CMF, visit michiganfoundations.org.

Internship Details

The Mawby Fund for Kids Summer Internship can be a maximum of twelve weeks, paid internship at 40 hours/week. As part of the job responsibilities, intern(s) will assist with:

- Summer Youth Leadership Conference (SYLC) logistics including planning, session design and facilitation
- Serving as a liaison and assistant for the MCFYP Committee before, during and after the SYLC
- Writing, designing and publishing a summer issue of the newsletter, *Yackety YAC*
- Attendance of other CMF sponsored events

Through this experience, the intern will also become familiar with the operation of the Michigan Community Foundations' Youth Project (MCFYP) and attend other CMF meetings and activities.

Eligibility

- Alumni of Michigan Community Foundations' Youth Advisory Committees (YACs)
- Minimum 1 year of college level course work or equivalent
- Minimum 19 years old (as of May, 2012)

Essential Skills

- Experienced with youth philanthropy
- Organized and detailed oriented
- Experienced with event planning
- Excellent interpersonal skills – able to connect with students, advisors, and staff
- Proficiency with Microsoft Word, Excel and PowerPoint
- Strong oral and written communication skills

Compensation & College Credit

The intern will receive \$9.00/hour for 40 hours/week and a \$500 scholarship to be used at your college/university. You will be responsible for finding your own housing during the internship in the Grand Haven, MI area. Several interns have also received academic credit through programs at their school.

For further information please contact Haley Lamm at (616)850-2138.

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Please return by February 6, 2012

I. Personal Information: (Please type)

Name: _____

Local Address: _____

E-mail: _____ Cell number: _____ Telephone: _____

Permanent Address: _____

Community Foundation Youth Advisory Committee Served on: _____

Years attended Youth Grantmakers Summer Leadership Conference: _____

College Attending: _____

Major: _____

Status: *Please indicate what year of college you are in.* _____

Date you can begin internship (No later than May 21): _____

II. References:

Name and phone numbers of two references we may contact.

Name: _____ Phone: _____ Relationship to you: _____

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III. Please attach the following additional materials:

- One-page statement of why this internship is important to your career goals.
- A personal resume
- One letter of recommendation from your YAC advisor who worked with your youth advisory committee

Return to: Council of Michigan Foundations
Attention: Haley Lamm
E-mail: hlamm@michiganfoundations.org
One South Harbor Avenue, Suite 3, Grand Haven, MI 49417
Phone: 616.850.2138 Fax: 616.842.1760
michiganfoundations.org ~ youthgrantmakers.org