



CAP Program is looking to add one intern to our leadership team! This is an entry-level position geared to provide exposure to college students to different aspects of the organization including (but not limited to): communications, administrative, business, and leadership roles. Apply to be a part of our growing organization as we continue to deliver high quality content, programming, and support to high school students across the state to get to college and beyond.

This is remote position for any college student available to work on Fridays. Our organization is based in Texas, so the student will required to be located in the state of Texas.

About CAP	<p>At CAP, we believe in inspiring students to have the ability to create success on their own terms and to be fulfilled. We believe all students from underserved communities should have the same opportunities to learn about and attain higher education, excel in a professional career, and become the leaders of the future.</p> <p>Our mission is to assists students and parents in the college application process and life after high school: Financial Aid, Scholarships, personal Statements, etc. and in the process teach participants about self-accountability, networking, professional skills and life.</p>
Position Title	Intern
Department	Administrative Office & Communications Department
Job Location	Remote, Texas

<p>Internship Duration</p>	<p>The internship is a 10-week internship starting the week of February 26 to the week of May 3.</p> <p>The intern will be expected to work 4-5 hours each week on Fridays. Any additional hours for that week would require approval.</p>
<p>Pay Rate</p>	<p>\$10.00 per hour</p>
<p>Position Summary</p>	<ul style="list-style-type: none"> • Assist with administrative duties as directed by manager and CEO of the organization. • Generate excel files and data reports. • Maintaining a variety of files and records. • Responding to requests/emails from counselors, students, and families. • Manage social media campaigns for the organization’s digital platforms. • Create and distribute press releases. • Develop flyers, brochures, PPT slides, utilizing the Canva software as directed by manager. • Perform all other tasks and duties as assigned
<p>Minimum Qualifications</p>	<ul style="list-style-type: none"> • Have a high school diploma • Currently enrolled in college • Knowledge of Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook) • Expert level experience using Canva (a sample of work will be required) • Working knowledge of social media platforms (a sample of a social media post will be required) • Ability to multitask and learn assigned tasks
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> • Bilingual (English/Spanish) preferred • Majoring in Communications, Marketing, Education, or related field preferred.
<p>Work Schedule</p>	<p>Each Friday from 9am to 2:00 pm. If intern needs to miss a Friday, other day/times to compensate for the 5 hour work week could be approved by manager.</p>

Job Posting	February 1, 2024
Employment Statement	CAP Program is committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination and affirmative action. CAP Program does not discriminate on the bases of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status for its application and admission process, programs and activities, and employment practices.
Special Instructions	To apply visit: https://forms.gle/QgeS5pXz4cbs5QTTA and make sure to submit the following documents: <ol style="list-style-type: none">1. Resume2. Sample of any work done on Canva (flyers, social media post, brochures, etc.)3. Sample social media posts (Tik Tok, Instagram, Facebook).