

# Philanthropy: FirstGen

Over the course of an eight-week paid internship in the summer of 2022, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Interns for the EC Internship will work out of the Emerson Collective offices in Palo Alto, California or Washington, D.C., with some exceptions for a small number of teams.

Interns work across teams on a wide range of issues. Summer interns will also participate in weekly programming designed to develop leadership capacity and build professional networks.

## Scope

The Philanthropy Team partners with nonprofits that are working to create a more just and equitable world for all. Interns for the Philanthropy team will gain first-hand insight into philanthropic grantmaking, and will have the opportunity to help draft memos, conduct research, and participate in key meetings and calls that help advance our goal of providing meaningful support to impactful nonprofits. We are seeking interns who have a demonstrated passion for the types of issues and work that we do, which can take any form, from personal to educational experiences, to community or volunteer experiences. In addition, because interns for this team will likely manage multiple responsibilities/projects throughout the course of the summer, individuals should have strong communication skills as well as the ability to multi-task. The FirstGen Program intern will focus on coordinating professional development workshops, creating e-newsletters, and planning social convenings for first generation college students that have secured internships across a variety of Emerson Collective nonprofit grantees and portfolio companies.

## Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills

- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.
- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

## Location

- Palo Alto, California

## Compensation

This is a paid internship that offers both housing and travel stipends.

## Questions

Please direct any questions to [internship@emersoncollective.com](mailto:internship@emersoncollective.com)

Students: [Click here to apply](#)