



## SALESMANSHIP CLUB OF DALLAS

**Supervisor:** Director of Community Engagement

**Position Status:** Part-Time, Non-Exempt

**Internship Duration:** September 1, 2023, through December 13, 2023 (10-15 hours/week)

**Pay Rate:** \$15 per hour

Founded in 1920, the Salesmanship Club of Dallas is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of Momentous Institute. The Salesmanship Club of Dallas has hosted the AT&T Byron Nelson golf tournament for 50+ years. The tournament has raised \$167 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,500 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

### **Job/Role Description:**

The Community Engagement Intern is responsible for supporting the daily operations of the Salesmanship Club of Dallas and the AT&T Byron Nelson through community outreach, event support, communications and more. This position will work closely with the Director of Community Engagement in the execution of department activities.

### **Specific Projects and Responsibilities:**

The job responsibilities for this position will include, but are not limited to:

- Assist with content and design of the department's quarterly email
- Assist with tracking and reporting of all community engagement projects
- Assist with logistics and execution of all community engagement events
- Assist with variety of outside projects as requested.

### **Requirements and Qualifications:**

This position requires the following personal and professional qualities/capabilities:

- Experience in marketing, communications, business, or relevant field, preferred.
- Knowledge in project management, marketing, and e-newsletters
- Excellent client service/interpersonal skills, including ability to communicate clearly in-person and in writing.
- Flexibility to deal with unanticipated projects that have tight turnaround times.
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external agencies.
- Willingness to listen to feedback from others and find the best ways to incorporate input.

**Desired personal qualities:** Initiative, Energy, Enthusiasm, Flexibility, Ability to receive feedback.

### **The ideal candidate will exhibit the following core values:**

Collaboration, Commitment, Excellence, Service, Respectfulness

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

**Lexie Okeke**

Director of Community Engagement

[community@salesmanshipclub.org](mailto:community@salesmanshipclub.org)

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement
<b>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.</b>