



**Organization:** San Antonio Youth Literacy

**Website:** <http://www.sayl.org/>

**Title:** Summer Intern (2019)

**Description:**

San Antonio Youth Literacy is seeking a Summer Intern to join our organization in conducting Summer Reading Programs and preparing for another year of fostering literacy. This is an excellent opportunity for students to gain experience working in areas such as non-profit organizations, administrative assistance, communication as well as event preparation. San Antonio Youth Literacy aims to connect volunteers to the children of San Antonio through our Summer Reading programs and our interns are a key element to making it happen.

**About San Antonio Youth Literacy:**

SAYL is a 501(c)3 non-profit organization that provides one-on-one support to children in San Antonio by empowering them with the skills needed to read-to-learn while fostering self-confidence and an enjoyment of reading.

**Outcomes:**

The Summer Intern will assist the Volunteer Manager and Program Director in various Summer Programs and other tasks to gain experience in the research, development, and coordination of events. This position may also require setup and preparation for summer events, communicating directly with our volunteers, and assisting other SAYL departments as needed.

Along the way, the intern will learn cross-team communications, project management skills, and become proficient with MS Office Suite software as well as customer relationship management programs. This allows for the intern to not only have a hand in creating and maintaining professional relationships but experience with how an organization manages the relationships on a large scale.

**Requirements:**

San Antonio Youth Literacy is actively seeking an individual to fill the Summer Intern position that is:

- Pursuing a degree at an accredited college or university
- Familiar with MS Office Suite: Word, Outlook, Excel, and PowerPoint (preferred)
- Detail Oriented
- Strongly Motivated and Outgoing
- Organized and able to multi-task
- Able to communicate clearly and effectively, both verbally and in writing
- Able to complete internship hours between SAYL operating hours (M-F: 9:00AM – 4:00PM)

**Next Step:**

**Apply to this position by sending a copy of your resume and cover letter to our Volunteer Manager, Kirk Fallin at [kirk.fallin@sayl.org](mailto:kirk.fallin@sayl.org)**