

Waco Foundation – MAC Program

Job Title: Scholarships and MAC Program Intern

Job Type: Part-Time

Reports to: Coordinator of Scholarships and MAC Program

Employees Managed: None

Purpose:

The MAC Scholarship Program (a Program Fund of the Waco Foundation) provides support services and scholarships to graduates of McLennan County High Schools. The Program Director coordinates all aspects of the program and oversees day-to-day management of all MAC program related activities. The Scholarships and MAC Program Intern is a part-time position being created to support the Coordinator and to manage the inquiries about MAC from the families and students of McLennan County.

Nature of Work:

This job is suited for someone who is happy to serve sitting at the reception desk and making all families and guests of the Waco Foundation and MAC Program feel welcome. The Intern will handle reception duties for the Waco Foundation, and will respond to calls from students and families seeking information and assistance related to the MAC Scholarship Program. The Intern is expected to work while sitting at the reception desk, so s/he needs to be capable of producing accurate work with frequent interruptions. There will be some relief provided to this position each day by interns, but most of the time will be spent at the reception desk.

Job Qualifications:

- Ability to manage an appointment schedule and respond to a high volume of phone calls and in person inquiries from students and families regarding MAC.
- General affinity for working with people, and ability to interact with a variety of audiences with dignity and respect.
- Excellent organizational skills; attention to detail is a must.
- Punctual attendance – as this position is responsible for opening the office each day.
- Confidence in speaking with people; ability to look people in the eye and clearly communicate with courtesy.
- Computer skills required: Basic skills in Office 2007 & 2010 and Windows XP and 7; Intermediate to Advanced knowledge of Microsoft Access
- Strong oral and written communication skills
- Bilingual preferred but not required

Work Hours: 15-20 hours per week

Pay Rate: Starting pay is \$7.50/hour.

Job Description:

Specific responsibilities include, but are not limited, to the following:

I. Answers incoming phone calls to the Waco Foundation and the MAC Program, greet visitors and manage the reception area.

II. Provides general support to the MAC Program and to the Waco Foundation's work to improve quality of life in McLennan County.

- Provides day-to-day office support for the MAC program, including answering telephone calls, filling, program correspondence (including typing and mailing of letters and other communication), and other regular office duties.
- Other duties as assigned.

III. Maintains the Scholarship Database.

- Keep the senior database up to date.
- Input miscellaneous data.

The Waco Foundation is an equal opportunity employer and encourages diverse candidates to apply.

Interested candidates should email a cover letter and resume to Erica Ancira, Director of Technology & Administration at eancira@wacofoundation.org with the subject line "Scholarships and MAC Intern Position."