



CHARLES STEWART  
MOTT FOUNDATION®

## **Employment Opportunity**

### **2019 Internship Program**

#### **Position Descriptions**

The 10-week internships, which run from June through mid-August, are paid positions without benefits. Designed to expose students to the philanthropic and nonprofit sectors, the internship experience will help develop and strengthen the professional skills required to work in these fields. Assignments will vary, but generally include positions within the Foundation's administrative, grantmaking or communications divisions. All internships will be based out of the Foundation's headquarters in Flint, Michigan.

The 2019 Internship Program will be open to students who are:

- Enrolled full-time undergraduates entering their junior or senior year;
- Maintaining a minimum GPA of 3.0 or higher;
- Able to work a 35-hour week; and
- Legally authorized to work in the United States.

Candidates for these internship positions should be team players able to solve problems, organize their work, communicate effectively, pay attention to detail, and maintain a professional attitude and work habits. The Foundation is particularly interested in students majoring in areas of study related to nonprofit organizations and philanthropy. While all majors are welcome to apply, students in programs that relate to the Foundation's interests in education, the environment, community development, and economic vitality and social change communications are particularly well suited for the program.

Please review the opportunities listed below, and indicate in your cover letter which of the following areas interest(s) you:

- Programs – Civil Society
- Programs – Education
- Programs – Environment
- Programs – Flint

Program interns will work on a variety of issues and topics relevant to the Foundation's grantmaking interests within a team setting. Assignments will vary based on a combination of the Foundation's needs and on the interests of the intern. All interns will, at a minimum, have the opportunity to conduct research on issues, contribute to the development of strategies, write internal recommendations and/or analyze potential grants and accompany program staff to meetings and/or events.

### **How to Apply**

Individuals interested in this position should apply by March 31, 2019, with a resume, cover letter, and grades to [hr@mott.org](mailto:hr@mott.org).

The Mott Foundation is an equal opportunity employer and encourages diversity of thinking, background and perspective among its staff. All qualified individuals are encouraged to apply. Hiring decisions at the Mott Foundation are based on the qualifications of the candidate and the operational needs of the Mott Foundation.

### **About the Mott Foundation**

The Charles Stewart Mott Foundation, established in 1926 in Flint, Michigan, by an automotive pioneer, is a private philanthropy committed to supporting projects that promote a just, equitable, and sustainable society. It supports nonprofit programs throughout the United States and, on a limited geographic basis, internationally. Grantmaking is focused in four programs: [Civil Society](#), [Education](#), [Environment](#), and [Flint Area](#). In addition to Flint, offices are located in metropolitan Detroit, Johannesburg, and London. With year-end assets of approximately \$3 billion in 2018, the Foundation made 358 grants totaling more than \$132 million. For more information, visit [www.mott.org](http://www.mott.org).