



CENTER *for*  
**BRAINHEALTH**<sup>®</sup>  
THE UNIVERSITY OF TEXAS AT DALLAS

## 2019 EXXONMOBIL COMMUNITY SUMMER JOBS PROGRAM

### *Community Relations Internship*

The Community Relations team at the Center for BrainHealth<sup>®</sup> and its Brain Performance Institute<sup>™</sup> is seeking a Community Relations Intern for summer 2019. The internship dates are June 3 through July 26, 2019, and the intern will work 35 hours per week, Monday through Friday. The pre-tax internship salary is \$2,750.

#### **About the Center for BrainHealth:**

The Center for BrainHealth, part of The University of Texas at Dallas, is a research institute committed to enhancing, preserving and restoring brain health across the lifespan. Scientific exploration at the Center for BrainHealth is leading edge, with studies focused on autism, Alzheimer's disease, multiple sclerosis, traumatic brain injury and healthy aging, among others. The Center's Brain Performance Institute translates these groundbreaking discoveries into practical clinical applications through programs and cognitive performance strategies available to the public. By delivering science-based innovations that enhance how people think, work and live, the Center for BrainHealth and Brain Performance Institute are empowering people of all ages to unlock their brain potential.

#### **Intern responsibilities:**

The intern will help the Community Relations team to increase awareness of and raise philanthropic support for the Center for BrainHealth's leading-edge brain research, as well as public programming available through the Center's Brain Performance Institute. Responsibilities may include assisting in the planning and execution of lectures, signature fundraisers, group visits and tours, meetings and staff appreciation activities; aiding with media opportunities and interviews; drafting press releases; editing social media and website content; assisting with the maintenance of the donor database; and preparing stewardship items for supporters.

#### **Intern qualifications:**

The intern must be a currently enrolled undergraduate student who will be a full-time sophomore, junior, or senior in fall 2019. He or she must have an interest in pursuing a career in communications, marketing/advertising, public relations, or event planning, as well as an interest in learning about brain health and gaining firsthand insight into the workings of a nonprofit organization. The position requires a candidate who has strong written and verbal communication skills, is organized and attentive to detail, and maintains a positive attitude and professional demeanor.

#### **A past intern on her experience:**

"The people I worked with [at the Center for BrainHealth] made the internship experience unlike any I have had before! They were always open, honest, and willing to help me in any way if I didn't know how to do something. After my ExxonMobil Community Summer Jobs Program internship, I was able to continue to intern for the Center for BrainHealth and grow with the organization."

-Sarah H., 2016 ExxonMobil Community Summer Jobs Program Intern

*Applicants may send a resume and cover letter to Julie Heckmann at [julie.heckmann@utdallas.edu](mailto:julie.heckmann@utdallas.edu).*