



## AT&T Byron Nelson Community Engagement Intern

**Reports to:** Director of Community Engagement

**Position Status:** Full time, Hourly Non-exempt

Salesmanship Club of Dallas, the organization that owns and operates the AT&T Byron Nelson and Momentous Institute, is recruiting a Community Engagement Intern. This is a full-time, paid internship, with some overtime and weekend work required. The internship begins February 2021 and ends June 2021. Interns are required to live in the Dallas area for the duration of the internship. Current college students in their junior or senior years may apply and **must** use the internship to receive college credit hours.

The 2021 AT&T Byron Nelson will be held May 12-16. The internship is based at the Salesmanship Club of Dallas office near the Bishop Arts district, close to downtown Dallas, Texas. The interns will eventually work onsite at TPC Craig Ranch in McKinney, Texas starting approximately two weeks before the tournament begins. *Knowledge about the game of golf is not required.*

### **About Us:**

Founded in 1920, the Salesmanship Club of Dallas is a service organization of more than 600 business leaders committed to transforming children's lives. For more than 90 years, the Club has powered the education and mental health programs of Momentous Institute, which works to build and repair social emotional health for children and families. The Salesmanship Club of Dallas is the host organization of the AT&T Byron Nelson which benefits Momentous Institute. To learn more about the tournament, visit [www.attbyronnelson.org](http://www.attbyronnelson.org).

### **About Momentous Institute:**

Momentous Institute, powered by the Salesmanship Club of Dallas, has been working to build and repair social emotional health since 1920. The organization serves over 5,500 children and family members directly each year through mental health programs and a social emotional health-based curriculum at its nationally acclaimed Momentous School. In addition to our direct work with children and families, we invest in research and social emotional health training in an effort to help far more children than we can serve directly. On average, we train over 9,000 professionals from 16 states annually.

The combined support of Salesmanship Club of Dallas, the AT&T Byron Nelson, corporations, individuals, and foundations power these efforts and truly change the odds for kids in our community and beyond. For more information, visit [www.momentousinstitute.org](http://www.momentousinstitute.org).

### **Internship Information:**

The community engagement department has two areas of work – special events and community engagement. The community engagement intern supports staff in areas primarily related to the tournament, as well as Salesmanship Club, including:

**Special Events** – The intern is responsible for creating the awareness campaigns and managing volunteers for several events - AT&T Byron Nelson Fairway 5K, the Youth Clinic, and the Operations Roundtable. The intern will also support the Director with logistics for all three events.

Fairway 5K – May 1, 2021

Youth Clinic – May 8, 2021

Operations Roundtable – Date TBD

**Community Engagement** – The intern is responsible for creating the awareness campaign for the tournament's community engagement efforts. Those community engagement efforts include the fundraising opportunities for non-profits & groups, ISD Day at the AT&T Byron Nelson, and more.

ISD Day at AT&TBN – Date TBD

Fundraising Opportunities – Date TBD

**Characteristics of Ideal Candidates:**

The ideal candidate will be highly organized, detail-oriented, able to handle multiple projects, and have a strong customer-service skills. They should also be comfortable working in a team environment. Experience with Microsoft Outlook, Word, and Excel is preferred. Strong communication skills (oral and written) are required.

**Internship Application Instructions**

If you are interested in applying for this internship opportunity, please submit your cover letter, resume and a list of three references to the Director of Community Engagement (contact information below) by **January 29, 2021**.

**Lexie Okeke**

**Director of Community Engagement**

AT&T Byron Nelson

106 E. 10<sup>th</sup> St., STE 200

Dallas, TX 75203-2296

lokeke@salesmanshipclub.org

The AT&T Byron Nelson maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. The AT&T Byron Nelson 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