

Operations Intern (Dallas, TX)

Assist Manager of Operations, Finance and Human Resources in the following areas:

- Coordinate weekly participation in Mentoring Monday Radio Show, including scheduling guests and distributing recordings to appropriate team members.
- Maintain legal state reporting tickler to ensure 4word is current with all filings.
- Work with the Development Intern to maintain grant application/reporting tickler to ensure all information is current.
- Assist with the annual fund raiser.
- Assist 4word teams with special campaigns and projects as needed.
- Special Project: Work with the 4word team to assemble 4word's Organizational Procedural Guide.