

My Brother's Keeper Houston - Team Up for Houston Youth Program Intern

Title: Team Up for Houston Program Coordinator (Sport Management Intern)

Employer: My Brother's Keeper Houston (Houston Health Department/Houston Health Foundation)

Salary: \$25 per hour

Application Opens: March 21, 2022

Application Deadline: April 1, 2022

Commitment: Flexible; must be able to work 15 to 20 hours per week

Working Hours: Flexible

Office Location: Virtual or Hybrid Locations

Work Duration: Part-time

About MBK and Team Up for Houston Youth

In 2015, the city of Houston responded to My Brother's Keeper call to action, establishing MBK Houston (MBK) within the Houston Health Department (HHD). With the expertise and backbone organization of HHD, MBK Houston coalesced nonprofits, agencies, and educational institutions towards evidence-based methodologies and programming. Bloomberg Associates, the philanthropic consulting arm of Michael R. Bloomberg's charitable organization, which had been working closely to help the City of Houston to launch MBK Houston, and the Houston Health Foundation, saw an opportunity to align efforts and resources. Bloomberg Associates pitched the idea to leverage the excitement of sports as an opportunity to inspire students towards thinking about careers while proactively developing professionalism tools, therefore aligning the effort with several MBK milestones.

The Houston Health Foundation (HHF) addresses critical public health needs and core determinants of health impacting the Houston region's under-resourced children, youth, and families in partnership with its affiliate, the Houston Health Department, and the City of Houston. HHF remains committed to its mission of providing valuable health services to the children and families of Houston's most underserved communities. The success of our foundation is undoubtedly attributed to the participation, collaboration, and creativity of our board members and community partners, who continue to create innovative programming to support our mission.

The foundation's banner program, My Brother's Keeper Houston, works to improve outcomes and reduce opportunity gaps for boys and young men of color through programs such as Team Up for Houston Youth.

The Team Up (TU) initiative was created to leverage the power of sports to develop high school youth in underserved communities, equipping them with the experiences, job skills, and motivation needed to pursue college or career pathways. Team Up for Houston Youth also utilizes the power of sports to address social disparities and issues that young people of color face, such as: racism, poverty, violence, and more. We have seen measurable success in our mission since 2017 by teaming up with local school

districts, Bloomberg Associates, major sports organizations, and higher education campuses to deliver these experiences. Team Up has successfully served four high school campuses prior to the pandemic.

Job Summary

The Team Up for Houston Youth Sports Management internship will consist of learning and implementing program planning and execution, while introducing youth to the operations and business aspects of the sports industry.

The TU Sports Management Intern will assist the Director of My Brother's Keeper Houston with the planning and execution of all TU program deliverables, coordination, and events. The Sports Management Interns will assist with field and event site set-up, partner coordination, and youth participation. Interns will receive hands on experience in all aspects of government, sports, and event management.

Specific Duties

- Operations
- Provide inventory control and distribution management for event equipment, supplies, and apparel
- Planning and executing field and event site set-up
- Assist the Program Director with staff organization and scheduling
- Assist in the curriculum design process
- Create registration and feedback forms for participation
- Facilitate communication between partners
- Manage social media outlets
- Conduct research and data assessments for program quality and outcomes improvements.
- Proactively contact and respond to teams, higher education partners, and vendors. This communication entails emails and phone calls.
- Assist with daily tasks leading up to Discovery Days/events
- Other duties as assigned

Preferred qualifications

- Must be at least 18 years of age, undergraduate, or graduate level student and enrolled in Sport Management, Communications, Business, Public Health, or industry-related degree
- Knowledge about youth sports, program development, athletics, or related study
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Ability to lift 50 pounds
- High level of confidentiality, discretion, and strong character
- Ability to interact with high profile partners and providers
- Knowledge about Microsoft Office Suite, social media, CRM, and design platforms a plus