



## **UTEP Center for Community Engagement Work-Study Development Intern**

### **About the Organization:**

The Paso del Norte Center of Hope was established in May of 2013 as a private nonprofit organization 501(c)3 to provide direct services to victims of human trafficking in the El Paso region.

Website: [www.pdncoh.org](http://www.pdncoh.org)

Mailing Address:

P.O. Box 31397  
El Paso, Texas 79931

Mission statement:

The Paso del Norte Center of Hope exists to protect victims of human trafficking and modern-day slavery and to lead anti-trafficking efforts within the region through outreach, education, and person-centered services.

Additionally, We partner with our clients to offer survivor centered services and a supportive environment for them to work towards accomplishing their goals. We partner with the El Paso community to educate, train, and raise awareness about human-trafficking and how we can work together to stop it.

Staff contact information:

Sebastian Vargas, Deputy Director  
Email: [sebastian@pdncoh.org](mailto:sebastian@pdncoh.org)  
Phone: 915-600-9605

### **Description of internship opportunity:**

Title of the internship position: Development Intern

The Center for Community Engagement Work-Study Development Intern assists the Paso del Norte Center of Hope by supporting organizational communications, fundraising initiatives, outreach campaigns, and general administrative functions that strengthen the organization's mission to serve survivors of human trafficking. This role provides hands-on experience in nonprofit administration, development, marketing, donor engagement, and program support while maintaining appropriate boundaries around confidential client information.

Responsibilities/Duties may include (Non-Clinical):

- **Marketing & Communications Support:** Provide support to the Deputy Director to ensure the successful distribution of approved marketing materials and communications, including press releases, flyers, e-blasts, donor thank-you messaging, and year-end appeals. Support the planning and execution of annual campaigns, including but not limited to the Biannual Bridal Expo, El Paso Giving Day, and the Turkey Drive.



- Research & Fundraising Support: Conduct research on donor trends, annual giving campaigns, and best practices in nonprofit fundraising and digital engagement. Compile and organize donor data from prior years into consolidated files to support accurate outreach for current campaigns. Support donor stewardship tasks, such as preparing mailings, and tracking donor engagement metrics. Assist in basic research related to funders, foundations, and grant opportunities (non-writing, research gathering only).
- Administrative Support: Perform general administrative support tasks, including answering phones, filing, copying, scheduling, maintaining digital files, and preparing meeting minutes.
- Data / Analysis: Perform qualitative and quantitative analysis for programs and initiatives, such as the development of PQI or Volunteer Programming.
- Technical Skills / Tools: Proficient in Microsoft Office, including Excel, and familiar with Microsoft TEAMS, and databases (e.g., JustServe, GivePulse, the Cue, donor CRM, volunteer systems).
- Professionalism / Customer Service: Maintain professionalism in all interactions with staff, and community partners. Support recruitment and training initiatives for volunteers.

Description of the type of training and learning the student will obtain from the internship experience/position:

The intern will gain hands-on experience in nonprofit communications, digital marketing, and fundraising campaign execution. They will learn how to translate an organization's mission into compelling messages that inspire community support. Training will include exposure to donor communications, branding, campaign analytics, and event-based fundraising strategies. Training and experience will be provided by Center of Hope staff (Executive Director, Deputy Director, Marketing Coordinator, Outreach Coordinator, and Program Director) and additional training will be offered through monthly workshops from the staff at the Paso del Norte Community Foundation.

Description of Internship learning objectives (What are the learning goals? /What type of career related learning will the student obtain from the internship experience?):

- Develop practical experience in nonprofit marketing, development, and administrative support.
- Strengthen written communications for diverse audiences (donors, partners, community members).
- Understand how to support the execution of a fundraising campaign from concept to completion.
- Learn how to measure communication engagement, track campaign performance, and summarize outcomes.
- Build a professional portfolio of nonprofit communications and development materials.

Description of Internship learning activities/training (what specific activities through the duration of the internship (monthly, weekly, etc.) will help the intern achieve each learning objectives):



- **Weekly:** content drafting, digital scheduling support, development tasks, administrative support tasks, weekly check-in with the Deputy Director.
- **Monthly:** campaign messaging creation, outreach prep, workshops/training through PDNCF, and UTEP Office of Community Engagement recommended sessions.
- **Throughout Internship:** shadow donor communications, track analytics, assist in community engagement preparation, and contribute ideas to improve campaign effectiveness.
- **Campaign Week (Giving Day, Bridal Expo, Turkey Drive):** hands-on support in live campaign execution and donor acknowledgements.

#### Semester Deliverables / Student Outcomes:

Upon successful completion of the internship, the intern will have a professional portfolio of assembled materials, identified by the Deputy Director, based on the intern's work throughout the semester for future use in seeking employment. This portfolio may include social media posts, e-blasts, flyers, press releases, donor communications, and year-end appeals. In addition, the intern will receive two letters of recommendation from the Deputy Director to support future academic or professional opportunities.

#### Qualifications:

- Must be currently enrolled at the University of Texas at El Paso (UTEP) and eligible for Work Study
- Strong written communication skills
- Proficient in Microsoft Office, including Excel
- Interest in nonprofit communications, fundraising, and community impact
- Bilingual English/Spanish preferred but not required

Compliance / Employment Contingencies: Satisfactory completion of background check and submission of employment eligibility documentation, in accordance with university guidelines and Paso del Norte Center of Hope requirements.

This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with university guidelines and grant/contract requirements. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.

Duration of the internship (usually is the academic semester):  
August 1, 2025 – December 1, 2026

#### Number of hours per week (Max 20) and Information related to internship

##### Compensation:

Total hours for this internship are 15 to 20 hours per week, with compensation available through partnership with University of Texas at El Paso, Center of Community Engagement and Financial Aid based on qualifying eligibility.

#### Application Directions:

If you are interested in applying for this position, please email your resume and cover letter to Sebastian Vargas, Deputy Director, at [sebastian@pdncoh.org](mailto:sebastian@pdncoh.org).