



We are seeking an enthusiastic and dedicated UNTD Spring 2025 Intern who would like to expand their college experience by working (up to 19 hours per week) with Beacon Hill, www.beaconhillprep.org, a non-profit organization committed to improving academic outcomes for children.

Business Compliance, Data Entry & Research Spring/Summer Intern

Intern

Beacon Hill is looking for one organized, responsible, personable, flexible and dedicated applicant to work across multiple departments in a nonprofit office setting assisting with a variety of tasks and projects as described below support the organization in the following areas:

- Review attendance forms to ensure companywide compliance
- Enter data associated with attendance form using Excel and Salesforce
- Conduct a Vendor Research Project
- In Kind item verification
- Program Incentive distribution
- Tasks as assigned

The ideal candidate will be a Junior or Senior at UNTD. Be Majoring in – Business Administration, Business Management, Non-Profit Management, Operations Management or related fields

This position works on-site at the Beacon Hill Corporate Office in Dallas, TX, 75215.

Skills: Attention to detail, Solution oriented, Critical thinking, Prioritization & Multitasking and Excellent Time management

Time Period: Spring semester and Summer 2025

Days per week: Monday – Thursday

Hours of operation: 8:30am - 4:30pm

Hours per week: up to 19 hours

Pay Rate: Eligible for UNTD Internship Stipend

Application Process: All applicants are to apply to Christie Jones, Human Resources Associate, at cjones@beaconhillprep.org and submit their cover letter and resume. In the email subject write "Spring 2025 Business Compliance Internship".