

LEEP Internship Job Description

Intern Job Summary

Lazarus Energy, a small and dynamic oil and gas company, is looking for interns to join the Lazarus Energy Empowerment Program (LEEP). Interns will work with our committed team of Program Managers to deliver outputs related to our core program components. Our team is hard-working, smart, goal-oriented, and creative, and we are looking for high school students to join a paid internship program. The interns hired for this position should expect to learn about a variety of different facets and will leave this position with invaluable skills and knowledge. Also, this internship program is highly regarded, so successful participation and completion of the program will be a great addition to your resume.

Intern Duties and Responsibilities

- Researching and gathering raw information for future presentations and projects
- Analyzing, refining, and preparing information and materials for presentations and other tasks
- Engaging with colleagues to produce deliverables related to program components
- Acquiring new skills and effectively demonstrating application of applied knowledge

Intern Requirements and Qualifications

- Able to work on Saturdays from 9am until 3pm (6 hours) during the summer and school year and complete 4 hours of tasks during the week. Since this can conflict with other activities, you will have to make a choice before applying.
- Willing to invest time into starting and completing the program (June 4, 2022 – May 20, 2023)
- Willing to commit to regular attendance missing no more than one session a month. Your participation in LEEP must be a top priority.
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Open to new experiences and willing to engage
- Ability to work in a professional environment for an extended period of time
- Driven, mature, and hard-working
- Ability to take direction and multi-task
- General knowledge of computer skills (Microsoft/Google Suite of Services) and functions (email/internet)
- Able to meet deadlines for all work-related tasks
- Ability to proactively communicate with staff about pertinent internship matters
- Working relationship with, is in good standing, and engages regularly with the referring partner.
- Rising Junior or Senior in high school
- In good academic standing
- Legally able to work in the US
- At least 16 years of age by August 1st of the program year, i.e., born before August 1, 2006.

Internship Overview

Established in 2014, the Lazarus Energy Empowerment Program (LEEP) is an internship that has helped prepare nearly 200 high school students for the workforce. LEEP provides a transformational experience that expands the interns' view of themselves and the opportunities available to them. LEEP is a building block towards the discovery and achievement of full potential.

How We Build Together

The goal of our program is to expose and equip well deserving high school Juniors and Seniors with the skills that they will need to achieve their goals and realize their full potential.

After completing our program, young people feel more empowered, confident, and prepared for college and the workforce. We seek to create experiences that challenge and expand the realm of awareness and possibility of opportunities available to our interns.

Program Components & Benefits

Our project-based supportive learning environment consists of several key elements:

- Soft Skills Development and Training – our intensive fall program guides young people in developing the 10 most desirable soft skills (communication, teamwork, adaptability, problem solving, creativity, work ethic, interpersonal skills, time management, leadership, and attention to detail) that employers are looking for in the workforce. These are tangible transferable skills that are applicable in any industry.
- Personal Development – throughout the year we focus on sharpening skills in the following areas: personal mindset, social awareness, emotional intelligence, problem-solving, teamwork, planning, communication, and financial literacy.
- Post-Secondary Exploration and College and Career Exposure – we partner with Café College to offer 1-to-1 assistance with promoting awareness of college access and opportunity, admission guidance, and financial assistance strategy. Guest speakers and off-site experiences also provide opportunities for young people to connect with leaders in careers, industries, and post-secondary opportunities of interest.
- Energy Exploration - Exposing interns to the broad spectrum of jobs available in the energy industry including access to professionals in the industry.
- Program Manager Support – each intern is paired with a staff mentor to assist and support their growth while in the program. Interns meet regularly with their mentors to ensure that they are achieving their individual goals and objectives both in and outside of the program.

Application Process

We are currently accepting applications from rising Juniors (class of 2024) and Seniors (class of 2023) for the next LEEP class.

Application Process:

- Verify that you meets the requirements and qualifications as listed in this job description
- Complete the online application along with submitting a cover letter (no more than 250 words) and resume via the form or via email to leepinterns@gmail.com
 - Online Application – [Application](#)
- Applications are due on May 2nd by 5pm.
- Applicants will be notified regarding their status, accepted, or waitlisted, via email the week of May 23rd.