



High School Program Intern Job Description

Position Overview:

The High School Program Team Intern position gives a great opportunity to learn about client relations, administrative support and Family & Social service support. We ask that all applicants understand the role by reviewing all details regarding requirements. All who are selected will be held to a high standard in order to accomplish best possible support for Horizons for Youth Families. Serious inquiries only. Selected applicants will go through an interview process before being hired.

Required Participation:

Timeline of Position: ASAP – June 30, 2023

Hours: 15-20 hours per week. Additional hours decided based on duties and need for additional support.

Pay: \$16 an hour (paid bi-weekly)

Location: Hybrid (mainly virtual and then in-person for event and ALL workshops)

Requirements:

- Fully vaccinated
- Positive and team-oriented attitude.
- Self-starting and highly motivated
- Be in good standing academically and meeting all requirements of the Horizons for Youth program.
- Previous work experience or long-term volunteer experience outside of Horizons.
- Comfortable making cold calls
- Comfortable sending and receiving professional email communication to HFY staff and clients.
- Well versed in Microsoft Office Suite (Word & Excel).
- Well versed in Google Suite such as Google Sheets and Google Forms
- Strong communication skills-verbal and written.
- Able to report back to management and communicate needs or questions.

- Able to attend all Workshops to support Senior Program Manager, once a month. All workshops are held on Saturdays

Job description:

Responsible for working directly with Supervisor (Jocelyn Hernandez) and provide support to HFY staff in need of intern related duties. Asks questions when in need or unclear of items to be done. Meets weekly



with Supervisor to be given list of duties per week and arrange upcoming schedules. Here are the core tasks:

- Lead the Remind App Project by making sure all families and youth are signed up for the app for the 2022-2023 school year
- Manage communication on the Remind App
- Keep names, emails, addresses, and phone numbers up to date for all HS families
- Support with preparation and attend 2022-23 HS Workshops (occur monthly on Saturdays)
- Support Senior Program Manager in collecting grades and report cards, then entering collection
- Lead transferring data from HS "Self-Check In Form", our monthly grade and check in collection to the Academic Monitoring Log
- Support in researching ways to collect important forms of data such as taxes
- Support Senior Program Manager with attendance data entry and follow up after events
- Support with weekly administrative task as they arise

Please submit a Resume and Cover Letter to: Jocelyn Hernandez at jocelyn@horizons-for-youth.org

Applications are due by _____ August 10th, 2022 _____

*****Anyone over the age of 18 years old, will be required a background check.**

*****Once we receive your application, we will reach out to qualified candidates to schedule virtual interviews.**

***** Interviews will be held on a rolling basis**

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.