

**EMPOWERMENT RESOURCES, INC.**

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Youth and Family Program Coordinator Internship Position Announcement

Job summary: Empowerment Resources Inc. is seeking an intern to support its programs. The ideal candidate will have a minimum of an Associates of Art degree in Social Services, Psychology, Sociology, and Criminal Justice or similar. The candidate will work close with the director to support the organization's goals and objectives as well as assisting with development and execution of programs. The position is an average of 4- 8 hours a week.

Dates of service: August 2019-May 2020 preferred

Job duties and responsibilities:

- 1) **Assisting with the Journey Into Womanhood program**, implementation, planning, and communicating with presenters, JIW parents, mentors, volunteers and parents. Must work at least one Saturday a month for the JIW program and meet face to face weekly with the executive director.
- 2) **Program implementation-** for the JIW program and to include contract work based on the need for implementation of life-skills workshops (in afterschool programs) and Parenting Education (community based).
- 3) **Attend community meetings** with advanced notice (maybe two a month for total of 4 hours)
- 4) **Administrative support to include:** maintaining the JIW attendance and points roster , filing, assistance with reports, data entry/maintaining spread sheets, filing and communication with stakeholders (i.e. emails and calls)
- 5) **Others** duties as assigned

Qualifications and expectations:

- Excellent written and verbal communication skills
- Critical thinking skills
- Comfort and professionalism in interactions with internal and external stakeholders
- Ability to work independently
- Qualities of dedication, integrity, teamwork, flexibility and accountability
- Proficiency in computers including PC MS Office programs
- Must have a valid Driver's License, over the age of 18
- Must have a working laptop with Microsoft office, and access to internet
- 2 years of college education and prior experience working with youth or families preferred.

Benefits:

- Networking opportunities
- Free admission to ERI-hosted events throughout the year
- Sharpen your skill set while gaining hands-on experience in the nonprofit sector

Contact:

Ellexia Coleman- Moss at (904) 268-8287 or elexia@empowermentresourcesinc.org for more information and submit a resume' to the email listed.