

PROGRAM ASSISTANT INTERNSHIP

TIME COMMITMENT

15-20 hours per week within the business hours of 9:00 a.m. – 5:00 p.m. Monday through Friday.

UNDERSTANDING THE POSITION

The Program Assistant Intern will assist in the continued development of Breakthrough's Adult Support Network (ASN) by working in the Support Center. The Support Center has a long-term goal of partnering with adults in our program to help them move from crisis to stability, eventually becoming contributors in a thriving community.

WHAT YOU'LL BE DOING

- > Conduct intake assessments
- > Process donations, monitor inventory, and organize clothing closets, guest storage rooms and sleeping areas
- > Coordinate guests' chores
- > Assist guests with laundry, technology needs, clothing closet access, etc.
- > Assist with facilitation of Support Center activities
- > Promote an atmosphere conducive to empowering individuals and facilitate empowerment groups
- > Support with administrative needs of program and contribute to maintenance of centers

EXPECTATIONS

- > Prior administrative responsibilities required
- > Independent problem solver and decision maker
- > Strong oral and written communication skills
- > Great customer service to both internal and external key relationships
- > Demonstrate an accurate and informed understanding of cultural and urban realities pertinent to the adults, families and the immediate community
- > Good organizational and time-management skills
- > Willing to work with staff to ensure seamless service delivery
- > Demonstrate reliability, initiative and ability to follow-through
- > Must be proficient with Microsoft Office products and willing to learn internal communication systems

APPLY

Send completed application to Jen Kost at volunteer@breakthrough.org with "Program Assistant Internship" as the subject.

