



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - YES Program Intern

Program Overview: The YES program is a 6-week course that covers all areas of professional development. Youth will have the opportunity to sit in live interviews showcasing the skills they have developed. The program facilitator provides an in-depth breakdown of the program curriculum. Our local partners provide real-life work experiences as well as job opportunities conditional on successful program completion. YES helps enrich the local economy by encouraging youth to seek employment with local businesses.

Position Summary: Just Us 4 Youth is seeking a YES Program Intern to join our organization and support our mission to mentor at-risk youth to be better students, better people, and better leaders. The YES Program Intern will work closely with the YES Supervisor and gain experience in being a role model and source of knowledge and guidance for the youth in the community joining the workforce. The work provided is meant for educational purposes, not to replace an existing employee's work, nor will the hours be assigned in conflict with the intern's academic duties. Please note that completion of this internship does not provide entitlement to employment.

Duration and Location: The internship is a fifteen-week program, or as long as it imparts beneficial educational experience and training to the intern. The projected timeline is set to begin on August 29th and end on December 9th, which is subject to change. The YES Program Intern will be expected to work in person based in Pomona, CA.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of the hours required by the University.

Hours: Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Provide support to Just Us 4 Youth's mission and YES's goal to prepare the youth entering the workforce.
- Provide critical feedback and assistance to clients by building their resumes.
- Provide guidance on appropriate attire and conduct when interviewing by performing

mock interviews.

- Assist with organizing small workshops and conferences centered around employment.
- Work closely with the community and attend meetings.
- Collaborate with high schools and college career centers.

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in both the nonprofit sector industry and intern's educational path.
- Increase knowledge and understanding of restorative mentoring.
- Expand an urban network of community partners, government agencies, and local businesses through collaboration.
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship.

Minimum Skills & Qualifications:

- Currently enrolled in an accredited a-year or 4-year college or university.
- Bilingual in English/Spanish is preferred.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills (i.e Google Suite).
- Excellent oral, written, and verbal communication skills.

How to Apply:

To apply, please email Jonathan Villaseñor via jvilla@ju4y.org a PDF of a cover letter and resume with the subject line "YES Intern Application". Please note that completion of

Thank you!