



**JUST US 4 YOUTH**  
MENTOR | HEAL | DEVELOP

## **JOB DESCRIPTION - TREE Program Intern**

**Program Overview:** TREE is a hybrid support program for parents. It engages parents and provides them with mentoring, and diverse learning opportunities through professional presentations and training, and it provides restorative circles to create healthy environments for parents to heal and find community amongst one another.

**Position Summary:** Just Us 4 Youth is seeking a TREE Program Intern to join our organization and support our mission to mentor at-promise youth to be better students, better people, and better leaders. The TREE Program Intern will work closely with the TREE Supervisor and gain experience on how to support the growth of parents and caregivers through mentorship, community engagement, and education. 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 RES'Q 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 the TREE Program's goal to offer training, resources, and empowerment to parents and caregivers.
- Assist with programming-related activities and events for the community.
- Provide support to TREE Parents by connecting them with community resource partners.
- Assist the TREE Program with social media events and announcements.

- Strengthen outreach efforts to increase awareness and engage participants and volunteers.

### **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.
- Observe small parenting groups and listening circles.
- 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 2-year or 4-year college or university as an Anthropology, Child-Development, Hospitality, Psychology, Sociology major or related field of study.
- 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](mailto:jvilla@ju4y.org) a PDF of a cover letter and resume with the subject line "TREE Intern Application".

Thank you!