



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - Nonprofit Program Intern

Program Overview: Y.E.S 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. Y.E.S helps enrich the local economy by encouraging youth to seek employment with local businesses.

Position Summary: Just Us 4 Youth is seeking a Nonprofit 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 Nonprofit Program Intern will work closely with the Y.E.S Supervisor and gain hands-on experience on how to support a youth's or young adult's professional development.

Duration and Location: The internship is a 12-week program. The projected timeline is set to begin January 10th, 2021 and end April 4th, 2022, which is subject to change. The Nonprofit Program Intern will be expected to work 50% remote and 50% on-site based in Pomona, CA.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of hours required by 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 in Just Us 4 Youth's mission and Y.E.S' goal to support a youth's and young adult's vocational journey;
- Assist with facilitating Y.E.S program-related workshops and sessions when necessary;
- Engage in day-to-day operations by cultivating a positive and professional relationship with youth & young adult cliente;
- Participate in strengthening outreach efforts to reach community partners, local businesses, and government agencies

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in the nonprofit sector industry;
- Increase knowledge and understanding in youth & young adult employment services;
- 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 a Business major or related field of study;
- 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 Asia Ou via aou@ju4y.org a PDF of a cover letter and resume with the subject line 'Y.E.S Internship'. Thank you!