



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - Nonprofit Leadership Intern

Position Summary: Just Us 4 Youth is seeking a Nonprofit Leadership Intern to join our organization and support our mission to mentor at-risk youth to be better students, better people, and better leaders. The Nonprofit Leadership Intern will work closely with the Executive Leadership Team and gain hands-on experience on how to manage and lead a nonprofit organization in an urban community.

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 Leadership Intern will be expected to work 100% 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 to Just Us 4 Youth's organizational mission and vision and respectfully shadow the Executive Director;
- Assist the Executive Leadership Team with relevant department work including completing assigned projects and tasks;
- Actively participate in meetings, trainings, and learning opportunities and offer feedback;
- Represent the Executive Leadership Team in a variety of key community collaboratives;
- Engage in day-to-day operations by cultivating a positive and professional relationship with youth & young adult clients;
- Participate in strengthening community and faith based partnership through outreach & engagement efforts

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in the nonprofit sector industry;
- Increase knowledge and understanding in nonprofit leadership and management;

- 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 Nonprofit Management 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 Asia Ou via aou@ju4y.org a PDF of a cover letter and resume with the subject line 'Nonprofit Leadership Internship'. Thank you!