**Mercer County Juvenile Advisory Council Inc.**

**Internship**

**Job Description**

MCJAC welcomes one to two interns per semester. While we appreciate the help, we more importantly enjoy offering this learning opportunity to the next generation of social service workers. If you have an interest in learning how to run an organization, build relationships and manage staff, write grants and manage budgets, run committee and board meetings, and becoming an advocate, then this is the place for you!

Interns will be responsible for assisting the Executive Director with day to day administrative and program tasks, including:

* Assist with volunteer recruitment, interviews and follow-up.
* Assist with a volunteer training and orientation program, complete with policies and procedures, volunteer feedback strategies, volunteer evaluation, volunteer retention.
* Assist with maintaining volunteer database, to include application/registration, interview and background check process.
* Maintain communication with volunteers through website, email, social media, mail.
* Assist with organizing and facilitating seminars and agency training.
* Assist with updating website and social media regularly.
* Assist with presentations, professional meetings, committee and board meetings.
* Assist with marketing, advertisements, and events.
* Assist with administrative/office duties.
* Learn grant proposal process and assist with seeking donations and fundraisers.
* Complete the required hours each week to ensure that MCJAC business is being conducted properly and in a timely manner.
* Abide by all laws and regulations governing activities; conduct all business in an honest, fair, professional and humane manner; use authority appropriately; and do not use MCJAC to promote a personal agenda or for personal gain.
* Respect the right to privacy of parties involved in cases, and any identifying information you may encounter through your office work is confidential.

**Qualifications**

Interns must successfully complete screening requirements including a written application, personal interview, two references (at least one from a higher education instructor), PA Child Abuse clearance, PA State Police Criminal Background clearance, and FBI fingerprint clearance. Interns and volunteers shall be recruited and accepted into the program without regard to gender, disabilities, age, race or other condition.

Failure to perform the above described duties or infractions of the prescribed ethical standards would be reason to consider dismissal from the Mercer County Juvenile Advisory Council Inc. Administrative policy is to aid and facilitate the work of the intern/volunteer, and to openly discuss any issue directly; however, at all times maintaining the integrity and credibility of the MCJAC Program.**Time Commitment**

The intern must provide the Executive Director with university internship or practicum hour requirements and personal availability during interview. If selected for the program, the Director will then provide a weekly schedule for the intern. The intern is responsible for providing availability and seeking schedule each week. The MCJAC office duties will be completed during office hours, 9:00 am-2:00 pm at the Mercer office. Any other duties will be completed during scheduled evening or weekend meeting or event times. Volunteer recruitment duties may be completed during any hours, unless otherwise scheduled, and intern must show proof of time committed. The intern will maintain a time log sheet to be reviewed and signed each week by the Director (for MCJAC and for university requirements).