



Serve Squad Internship Program - Job Description

Charity Co-Op's Serve Squad program is looking for a dynamic, energetic intern who is eager to serve those in need of emergency help in the community, e.g., food, shelter, clothing, utilities, etc., by assisting various community groups using technology as a Youth Project Manager. You will be working closely with your assigned groups on projects such as:

- Food pantry data entry to link to groups like Gleaners Community Food Bank
- Planning for events like a community baby shower
- Updating and creating Facebook, Instagram, and other social media sites
- Updating and designing webpages and websites

To be successful as an Intern, you should be willing to help with any tasks assigned by a supervisor. You will be involved in upcoming projects as well as assisting with current ones.

Intern Responsibilities:

- Fulfill tasks set out by supervisors from several teams.
- Attend meetings and take notes.
- Perform tasks and projects at a supervisor's request.

Intern Requirements:

- High school student
- Availability up to 10 hours a week for projects and to prepare for the International Youth Project Manager exam (Most weeks will not require more than 2-3 hours of time)
- Eager to learn and work with various teams
- Excellent response time when contacted in no more than 24 hours
- Ability to multitask
- Copes well under pressure
- Focused
- Reliable
- Positive attitude
- Good communication skills

Intern Benefits:

- International Youth Project Management official badge for use on college applications and resumes and as a head start to a career; Project Managers can earn over \$125,000 a year!
- College scholarship opportunities
- Community service credits and opportunities to help those in need in your community
- Multiple college recommendation letter opportunities
- \$50/month stipend to start with potential for increases and bonuses
- College or Apprenticeship matching and prep assistance

If you are interested, please apply at:

<https://charitycoop.org/squad-application-form>