



Serve Squad Internship Program - Job Description

The Serve Squad program is looking for dynamic, energetic interns who are eager to serve the community, by assisting various groups using technology as Youth Project Managers. You will be working closely with your assigned group(s) and the Squad team year-round on projects such as:

- Food pantry data entry to link to groups like Gleaners Community Food Bank
- Planning for events workshops
- Updating and creating Facebook, Instagram, and other social media sites
- Updating and designing webpages and websites
- Program administrative tasks, e.g., record keeping, communication management

To be successful as an Intern, you should be willing to help with any and all tasks assigned by a supervisor, with the understanding that the overarching mission of the Squad is to Serve. You will be involved in upcoming projects as well as assisting with current ones.

Intern Responsibilities:

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

Intern Requirements:

- High school and college students
- Available up to 10 hours a week for projects and to prepare for the International Youth Project Manager exam
- 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
- Humble and respectful
- Positive attitude
- Good communication skills

Intern Benefits:

- International Youth Project Management micro credential and certification opportunities 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
- Job opportunities
- Multiple college recommendation letter opportunities
- Up to \$12/hr.
- College/Apprenticeship matching and prep assistance
- College tours
- Mentoring
- Wraparound Services
- College project portfolio

If you are interested, please apply at:

<https://servesquad.org/join-the-serve-squad>

Once we receive your application, you will be contacted about the next steps of the process. Thank you!