



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 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 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 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 student
- 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 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
- \$10/hr. up to \$400 month
- Summer job with additional hours
- College/Apprenticeship matching and prep assistance
- College tours
- Recreational Activities
- Mentoring
- Wraparound Services

If you are interested, please apply at:

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

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