



PROGRAM ASSOCIATE (Summer Intern 2023) JOB DESCRIPTION

- Position:** Program Associate (Summer Intern 2023)
- Reports to:** Program Manager, Emergency Services-Central
- Purpose:** This eight-week summer internship (paid position, 35 hours weekly) is designed to provide nonprofit experience in the areas of client services, project management and nonprofit collaboration. With a focus on the Emergency Services program that helps local community members improve their quality of life, the intern will work with a team to directly assist clients. The intern will also oversee projects that build on program offerings.
- Location:** 3434 Branard St., Houston, TX 77027 (Greenway Plaza area)

CCSC is committed to a diverse, inclusive, and equitable environment where all clients, volunteers, staff, and board members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.

Description: CCSC is a well-established Houston nonprofit that provides services aimed at reducing the impact of poverty. Supported by a coalition of churches, local businesses and funders, CCSC focuses on meeting clients’ essential basic needs, helping them work toward financial stability and providing supportive services to children.

Key Responsibilities:

- Assist clients seeking resources for basic needs. Related tasks: conducting phone interviews; meeting with clients to assess their situations and provide immediate resources; making referrals to other trusted organizations; and maintaining confidential records.
- Serve as a point of contact for nonprofit professionals invited to utilize our Flex Room to directly share their missions and service offerings with our clients.
- Connect Emergency Services clients to other CCSC programs, including Back To School, Workforce Development, and financial stability offerings.
- Oversee a minimum of two special projects including the updating of the referral directory used to help clients. Other special projects will be identified and assigned based on the intern’s unique skills, interests and professional goals, but could include data analysis and/or developing marketing materials for client outreach.
- Attend and participate in weekly supervisory meetings, staff meetings and other activities, as available.
- Develop a meaningful understanding of CCSC’s mission, goals, staffing structure and community partnerships.

Requirements: Strong organization and interpersonal skills; a passion for service; computer proficiency; full-time enrollment in an accredited college as an undergraduate with intent to return to school as a full-time sophomore, junior or senior in the fall of 2023. Bilingual fluency in English and Spanish is optimal but not required.

Compensation: The intern will be paid (semi-monthly) a total of \$4,200 (subject to FICA and income taxes).

To Apply: Send your resume and cover letter via email to Lydia Bias at emergency_1@ccschouston.org
 Deadline: To be determined, early applications are appreciated.

I have received, reviewed, and fully understand the job description for Program Associate (Summer Intern 2023). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that I am not entering a contract with Christian Community Service Center by signing this job description.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____