

YES to YOUTH – Montgomery County Youth Services

Brief Organization Overview: YES to YOUTH (Y2Y) provides crisis counseling, emergency shelter programs, and prevention services to strengthen families, keep youth in schools, prevent youth suicide, and prepare youth to be productive citizens. We provide free mental health counseling for youth and their families; emergency shelter and outreach for abused, neglected and/or runaway/homeless youth; prevention presentations to parents and youth, family skills workshops, and operate a 24/7 Crisis Hotline. We also employ a Family Support Navigator to assist those in crisis with rental and utility assistance. Our goal is to strengthen families to prevent involvement in the child welfare and juvenile justice system, prevent youth suicide, prevent child abuse and neglect, and provide safety and security for youth who are displaced.

Job Title: Development Intern **Department:** Development

Reports To: Development Supervisor **FLSA Status:** Non-Exempt

Summary of Position:

The Development Intern will participate in all aspects of the Development Department, including event coordination, donor relations, marketing, and communications. The intern will have a specific focus on helping coordinate and execute YES to YOUTH's annual gala which takes place on Saturday, August 10, 2024.

Essential Duties and Responsibilities include the following, and other duties may be assigned:

- Assist in the planning, coordination, and execution of Y2Y's fundraising events, specifically the annual gala which involves more than 150 volunteers, 15+ individual vendors, and a planning committee of local supporters, hosting nearly 600 guests and raising nearly \$1MM for Y2Y's youth and family programs.
- Facilitate onsite coordination at events including set-up, deliveries, outside vendors, and teardown.
- Coordination of committee planning meetings with community members, including developing presentations, making copies, and ordering food.
- Work closely with the volunteer committees and the Volunteer Coordinator.
- Assist in the production and mailing of event invitations.
- Organize auction items and assist in the production of acknowledgment letters for winning bidders.
- Attend all department and Y2Y required trainings and meetings.
- Assist with marketing including print materials, event publicity, videos, branding, and communication efforts, including social media plan.
- Manage social media calendar, and implement plan in accordance with events and marketing.
- Assist and support all Development Department activities and perform other duties as assigned. This document describes the typical duties and responsibilities and is not intended to limit management from assigning other work as needed.

Minimum Education and Training:

- Must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior, or senior in the fall of 2024.

Key Qualifications:

- Ability to work outside standard work hours, attending meetings and events.
- Ability to be flexible and manage multiple projects to achieve desired outcomes.
- Ability to work effectively with a team and individually.
- Clear oral and written communication skills; excellent interpersonal skills and a high level of professionalism for interacting with donors, volunteers and colleagues.
- Organized with close attention to detail.
- Proficiency in the Microsoft suite of products required, experience using social media and event management software a plus.

All Staff Must:

- Adhere to the Social Work Code of Ethics and protect the confidentiality of sensitive information.
- Maintain valid Texas Driver's License, automobile insurance, and clean background and driving records.
- Pass intern/volunteer checks which include criminal background checks, past employer and reference checks, drug screening, driving record checks, and TB test.

Position Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The eight-week paid internship is made possible through a grant from the ExxonMobil Foundation's Community Summer Jobs Program.
- Must provide proof of college enrollment to Y2Y, ExxonMobil Foundation, and Sunwest Communications (working on behalf of the Foundation).
- Family members of Y2Y, ExxonMobil, and Sunwest Communication's board, staff, and retirees are not eligible to participate in the program.
- Must attend professional development seminars and complete a service project organized by Sunwest Communications.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This internship regularly requires a high degree of mental effort due to considerable interruptions and/or frequent changes of activity or workloads during a typical working day. While the regular working cycle of this job is usually five days on (Monday-Friday), and two days off (Saturday and Sunday), this job requires work on weekends and evenings.
- This internship requires a 35-hour workweek (exclusive to lunch/dinner) for an eight-week period beginning no earlier than May 27 and ending no later than August 23, 2024.
- Intern will be required at times to travel in his/her own vehicle to and from Y2Y offices, special events, trainings, or other agency functions.
- Generally, work takes place indoors, but under some circumstances, the intern may be asked to be outside assisting with events and activities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the intern is regularly required to talk and hear. The intern frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The intern is occasionally required to stoop, kneel, or crouch. The intern must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The employee has reviewed this description and agrees to work under the auspices of the terms stated.

To Apply: Please send your resume to jobs@youthmc.org.