Student Intern Job Description

Nollie Jenkins Family Center
January 2022

Overview

Nollie Jenkins Family Center is a community organization working to build leaders and make social change in communities. Pay Rate is $9 hourly for twenty hours a week. May include some Saturdays helping to host community events. Under the supervision of the Youth Program Director, the Youth Interns will be helping to lead specific projects & campaigns, including the Covid & Technology Participatory Action Research Project and the Youth Leadership & Development Program. Please review attached brochure for program areas and work our organization focuses on. More information will be given at orientation on February 15, 2022.

Requirements

College student
Must have transportation to and from work
On time & Organized
Actively participate in calls, meetings and trainings
Complete all assigned tasks
Community Outreach & Recruiting students
Strong written and oral communication skills
Strong internet skills with Proficiency in Microsoft Office, Google Docs & Zoom

Responsibilities

Helping to plan youth activities and events
Compiling data bases
Reviewing documents
Researching related grants and opportunities
Creating presentations and flyers
Public speaking

Email resumé to info@nolliejenkinsfamilycenter.org For questions or more info call (662)653-0122 or email info@nolliejenkinsfamilycenter.org

DEADLINE TO APPLY February 15 2022