

Student Intern Job Description

25 Glendale St
Durant, MS 39063
(662)653-0122
www.nolliejenkinsfamilycenter.org

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