

JOB DESCRIPTION

Department: Hartford Work-to-Learn

Job Title: Work-to-Learn Intern

Reports to: Director I, Work-to-Learn Programs

Supervises: N/A

Employment Status: Intern, Young Adult Service Communities at the United Church of Christ

About Our Piece of the Pie:

Our Piece of the Pie (OPP) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's model is centered on the personal and consistent relationship developed between each youth and a caring, committed adult staff member. That relationship helps youth identify and overcome barriers, access support services, and achieve the goals of high school graduation, a postsecondary credential, and rewarding employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700 youth throughout CT last year.

Position Summary

Supporting OPP's Work-to-Learn Hartford office, the Intern will support the work of the department's youth development staff. Working hand-in-hand with a suite of human services professionals, the Intern will perform administrative duties (phone calls, email confirmations, meeting set-up, etc.) and conduct/support workshops for OPP youth. In addition, the intern is expected to understand the Greater Hartford nonprofit and business community to better develop resources for external supports for youth in areas that OPP does not cover. This position will report to the Director of the Work-to-Learn programs and will work closely with the program's Youth Development Specialists.

Main Duties & Responsibilities:

- Perform administrative duties, including agency-wide phone system, meeting set-up and confirmation, workshop set-up, and more.
- Conduct and support workshops of interest to youth, including creative writing, career competency development training, life skills, and more.
- Identify key community and business partners to support the Youth Development Specialists' external recommendations for support in areas such as mental health, personal finance, childcare, etc.
- Promote the program to different organizations and youth for participation.
- Participate in cross-organizational teams and meetings.
- Assist with other projects as requested.

Qualifications & Skills

- Bachelor's degree preferred
- Able to work well in a team environment, handle multiple projects and meet deadlines.
- Excellent interpersonal, oral/written communication skills, problem-solving, decision-making and motivational skills
- Capability to react to project adjustments promptly and efficiently.
- Dedication to thorough research to determine projects and project sites.
- High talent in interacting with staff, community members, partner organizations and others in a positive, professional manner, engendering cooperation.

***Our Piece of the Pie®*, Inc. EOE AA M/F/Vet/Disability**