

**POSITION TITLE:** Financial Stability Intern

**DEPARTMENT:** Community Services

**SUPERVISOR:** Anastasia Polda

**HOURS AND COMMITMENT:** Must be available M 9:30-11:30am and W 1-3pm for vocational lab support. Availability Monday and Tuesday afternoons or Tuesday evenings not required, but beneficial if the intern wishes to attend employment readiness or FLARE classes. (Schedule subject to change)

**OUR MISSION:** *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

**POSITION SUMMARY:**

The Financial Stability program brings together employment readiness and financial literacy programming that helps clients gain employment in the community, increase financial literacy, and start on the path to financial stability. This internship will be focused providing support for the classes that are offered under the program umbrella. This includes supporting the job search/vocational computer lab, working one-on-one with clients on job search materials, assisting with employment and life skill classes, assisting with financial capability classes, and helping to develop additional financial stability curricula and delivery mechanisms. Interns may also create promotional materials, reach out to new clients,

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support vocational lab to assist community members build resumes and job search.
- Conduct basic intake for potential clients to assess for program eligibility
- Provide curriculum development support for employment readiness program
- Assist with preparations for employment readiness and FLARE courses
- Potential opportunities for exposure to case management through shadowing and providing support for clients who are ineligible for program

**DESIRABLE SKILLS:**

- Good communication, problem-solving, and conflict resolution skills
- Ability to engage with a diverse client base
- A self-starter with an interest in learning about employment readiness and financial stability programs in the community
- Demonstrated interest in working with a low-income population and within a community action agency. Human Services or related field.
- A creative problem solver who is looking for solutions that are unconventional
- Ability to perform web and database research and apply that knowledge to the work you do
- Organized and detail oriented

**PHYSICAL REQUIREMENTS:**

- Sitting, Standing, Walking, Lifting: less than 25 lbs, Carrying: less than 25 lbs

**WORKING CONDITIONS:**

Work is generally performed in a fast-paced office environment with frequent interruptions. May require travel within the agency's service area for community networking, meetings, outreach and other job-related activities. Frequent contact with clients and participants requires good judgement and a high degree of confidentiality.

**BENEFITS:**

- Builds valuable experience for certain university majors (Human Services, Psychology, Sociology, etc.)
- Letters of recommendation can be provided after minimum 6 month commitment

**APPLICATION DEADLINE:** Open until filled. (Early applications are encouraged. We are looking to fill this position as soon as possible.)

**TO APPLY:** Apply online at <http://www.oppco.org/how-to-help/>, please specify the Position Title in the application.