

POSITION TITLE: Project X-It Intern

DEPARTMENT: Early Learning and Family Services

SUPERVISOR: Javier Flores

HOURS AND COMMITMENT: 10 hours/ week with a 3-month commitment

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

PROGRAM SUMMARY:

Project X-It is a financial stability program supporting families in Head Start/ ECEAP programs. The program uses mentors to support families to achieve their financial goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Program Management – assist with the trainings and program outreach
- Case Management – direct participant contact
- Program Evaluation – conducting participant evaluations
- Adult Engagement – organizing of community engagement activities
- Child Curriculum – creating and organizing child curriculum.

DESIRABLE SKILLS:

- Ability to plan and complete work independently and on time
- Ability to communicate and work effectively
- Strong telephone communication and computer skills
- Creativity and enthusiasm
- Accuracy and attention to detail
- Ability to prioritize tasks

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is generally performed office environment. May require travel within the agency's service area for community networking, meetings, outreach and other job-related activities. Required to attend family engagement events during service these are evening events.

BENEFITS:

- Builds valuable experience for certain university majors (Human Services, Psychology, Sociology, etc.)
- Letters of recommendation can be provided after minimum 3-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.opoco.org/how-to-help/>, please specify "Project X-It Intern" in the application.