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.oppco.org/how-to-help/, please specify “Project X-It Intern” in the application.