



Community Outreach Intern

Part time (30 hours a week; some nights and weekends)
Reports to Student Services Coordinator
Revised: 07/2017

Summary

Under the supervision of the Student Services Coordinator, the Community Outreach Intern will take the lead in delivering information about YBLC programs to prospective students and the community. Interns will be expected to attend community events during the summer (June to August) and perform other responsibilities as assigned.

Outreach Responsibilities:

- Participate in community events and activities on the behalf of YouthBuild Lake County
- Distribute flyers around the community
- Make follow up calls to prospective students
- Assist with informational sessions for prospective students
- Assist with document obtainments (ID, SSC, etc.)
- Perform other duties as assigned

Other Responsibilities

- Adhere to the highest standards concerning student confidentiality and individual respect
- Collaborate with all staff to achieve or exceed program goals and outcomes
- General administrative tasks including filing, printing, faxing, data entry, etc.
- Valid state driver's license and good driving record
- Represent YBLC in a professional manner at all times
- Serve as a member of the YBLC staff team by sharing ideas and concerns regarding member success and program quality
- Work in harmony with all YBLC staff, volunteers, contractors, and community partners
- Attend staff training and meetings
- Perform other duties as assigned

Qualifications

- Have a high school diploma or equivalent
- Must exhibit a genuine interest in learning about YouthBuild Lake County as well as gaining practical work experience
- Ability to present ideas clearly and concisely
- Ability to work nights and/or weekends as required
- Ability to work independently
- Have a current Illinois driver's license