School 2 Career Intern

Oakland Planning & Development Corporation (OPDC) Mission Statement

Oakland Planning and Development Corporation (OPDC) builds a better Oakland through job placement services, neighborhood preservation and investment programs, resident volunteer efforts, youth services, and community engagement. For more information, visit [www.opdc.org](http://www.opdc.org).

The mission of the School 2 Career (S2C) program of OPDC is to prepare young people to become competent, confident, contributing citizens in our society in a center of collaboration among the family, the school and the community. Young people are challenged to acquire study, life and goal setting skills, develop career plans and prepare for their futures, under the guidance of mentors in the real world of work. For an overview, visit [https://www.opdc.org/school2career](https://www.opdc.org/school2career).

Position Overview

OPDC School 2 Career program is seeking an intern to work with the program director and career placement specialist. This person will help recruit students for the S2C program, assist with the job development curriculum, as well as other administrative and programmatic support.

Responsibilities

- Assist with program and curriculum development and implementation
- Lead Microsoft training sessions
- Work with director, and support staff, schools and families to meet program goals
- Assist with marketing and outreach of the School 2 Career program
- Weekly planning, instruction, and the assessment of students in the program (SAT, financial literacy seminars)
- Prepare and process program registration for all students and volunteer mentors in the program, along with individual emergency care cards.
- Participate in the distribution of announcements, brochures, and other publications for the School 2 Career programs.
- Track the process of each student and reviews with the program staff to organize instructional efforts.
- Assist with student data collection and compilation to determine strategies for students meet academic goals.
• Assist with the supervision of the tutors from the University of Pittsburgh, Duquesne, and Carlow.
• Assist with the recruiting, assigning, and provide orientation and evaluation of the volunteer mentors participating in the program.
• Work with the coordinator to contact school personnel by letter at the beginning of each school year. On-site visitations and individual staff contact will be determined by individual needs of participating students.
• Contact families by telephone on a monthly basis to discuss students, program goals and events.
• Schedule Program Field Trips.
• Maintain student confidentiality of all S-REF data, progress assessments, and report cards.
• Attend s2c events, presentations and tours when necessary.
• Additional responsibilities as assigned.

Position Requirements

• **Education:** Graduate student in Social Work, Education, or related field preferred.
• **Knowledge and Experience:** Familiarity of the Oakland and Hill District communities. Familiar with Pittsburgh Public Schools a plus. Excellent communication, organizational, and assessment skills. Ability to multi-task and work with minimal supervision. Interest in learning more about youth job development and career exploration.
• **Clearances:** Interns are required to obtain and have a clear FBI, criminal, and child abuse clearances.

Duration:
Two options are available for this unpaid graduate-level internship:

• 2018 Summer term from May to August.
• 2018-2019 school year, September to April.

School 2 Career’s after school program runs from 3 pm to 6 pm, Monday through Friday, during the school year and from 10 am to 3:30 pm from July 1st through August 31st.

How to apply:
To apply, please email a cover letter and resume to amalbon@opdc.org with “S2C intern” in the subject line.