Internship Opportunity: Apply ASAP!

Communities In Schools of Pittsburgh-Allegheny County (CISPAC) seeks student interns interested in case management, program delivery, and macro-level administration across a variety of programs serving at-risk youth in Pittsburgh and Allegheny County.

Internship duties and learning opportunities will include the following.

**Direct Program Delivery Duties:**
- Rotate amongst the core programs of CISPAC which serve at-risk youth throughout Allegheny County
- Accept and process referrals from district partners, families and agencies
- Maintain strict confidentiality guidelines
- Observe and report on family dynamics, peer-to-peer conflict, and peer-to-adult struggles
- Work with various volunteers, providers, and constituents to ensure a happy with their experience with CISPAC
- Assist in volunteer recruitment efforts
- Assist in coordinating programs, speakers and providing small group activities

**Direct Program Delivery Learning Opportunities:**
- Experience practices relating to case management; risk assessments; crisis management
- Analytical and problem skills in many settings including direct service delivery and organizational strategy
- Confidential record keeping practices for children under the age of 18
- Preventive strategies; intervention strategies; communication strategies
- Program management and delivery

**Macro-Level Administration Duties and Learning Opportunities:**
- Data management and quality control; data analysis relating to measurable outcomes of programs
- Marketing, communication, and outreach activities, strategies, and plans
- Fundraising activities, event planning and facilitation; plan, steps, strategies for growing constituency and raising much-needed awareness and dollars
- Writing communications pieces, collateral, grants, grant-reports, newsletters, and all other agency communications

**A suitable intern will:**
- Possess advanced writing skills with quality interpersonal communication skills and conflict resolutions skills
- Exhibit the ability to be a self-starter; ask questions, and provide input
- Demonstrate good decision making in dealing with safety issues
- Show exceptional time management skills
- Possess current Act 24, 34 and 151 Clearances
- Exhibit- self-motivation, initiative, and eagerness to demonstrate leadership and independent work ethic
- Possesses advanced computer skills in Microsoft Word and Excel; illustrate moderate computer skills in other applications such as Power Point, Adobe, and databases
- Be available 15-20 hours per week;
- Must have reliable transportation to reach various program sites
- Able to commit a minimum of 3 months (not including the summer months)
- Must be available to work Tuesdays between 2:30-5p.m.
- It is desirable, but not required that the candidate can work Wednesdays from 12-2 and Thursdays from 11-2

Communities In Schools of Pittsburgh-Allegheny County (CISAPC) serves over 2,000 at-risk students a year with a holistic approach to decreasing the impact of the dropout epidemic. The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life. CISAPC addresses the barriers that are preventing students from graduating such as hunger, homelessness and the lack of the basic needs like clothes and shoes, in hopes to create better lives for our youth and the communities that surround them.

A modest monthly stipend is provided.
For any position, a brief cover letter, resume, and a list of three professional or academic references is required for consideration.