The Program Assistant will work with the Director of Programs to assist with the delivery of services to youth mentoring programs in Southwestern PA.

**Position Summary:** This position will work with the Program Director to complete a thorough review of the 150+ local mentoring programs - to better understand their staffing, funding and organizational needs. As the lead resource for mentoring, we know that all local programs operate with limited resources. This project will help us fully identify the funding position of local programs; providing us information to guide future efforts in advocacy, resource development and service delivery. To complete the project, student will gather information from the programs (by phone, mail, e-mail, on-line research and other communications); compile that data and report out on the results.

Additional areas of focus may include training of volunteers, marketing and communication activities; fund development efforts, and supporting efforts to serve a broader geographic area within Southwestern PA.

As a part of a small, talented staff team, the intern will have an opportunity to contribute to the goal of increasing the quality and quantity of mentoring services available for youth throughout Southwestern PA.

**Position Details:**
Position is based on a maximum of 20 hrs./week; with flexibility on days/times in office and the ability to work off-site. Evening and weekend (Saturday) hours are available approx. one week per month.

**Qualifications:** Successful candidates will be self-starters with a strong work ethic, proficient in the use of technology, have excellent organization and communication skills. Post-secondary course work or degree preferred.

**To Apply:** Resume and cover letter required.