Northside Common Ministries
Internship description

Job title: Resource Specialist
Division: Human services
Department: Northside common Ministries
Reports to: Director, Northside Common Ministries
FLSA Status: Internship

Summary: The Resource Specialist provides a combination of administrative support and community resource direction to the staff and clients of Northside Common Ministries. This is a Part time position unpaid Internship position. (Monday-Friday between the hours of 9am-7pm or as scheduled – weekends are available upon request).

Essential Responsibility: Resource Collection and Direction

Related Duties: Research, compile and distribute information related to community resources that would be beneficial to the staff and clients of Northside Common Ministries and Goodwill’s Community Supports Services Department.

Essential Responsibility: Individualized assistance to clients

Related Duties: Meet one on one or in group setting with clients as needed to share resources and offer guidance. Assist clients in computer searches for employment, housing and other social services. Assist clients in completion of applications and resume design. Assist clients in our food pantry with instruction on healthy meal planning and cooking. Provide instruction to community youth groups as scheduled related to healthy meal planning.

Essential Responsibility: Administrative functions

Related Duties: Provide assistance as needed in the reception and administrative support functions of Northside Common Ministries. Assist the Director of programs with budget preparation, grant submissions, event coordination, marketing and development for the organization.

Supervisory Responsibilities: None
Qualifications:
- Strong organizational skills, writing and grammar skills, typing 40 wpm, data entry and filing
- Knowledge of advanced word processing applications
- Ability to operate office equipment
- Ability to work in a team environment and follow instructions
- Customer service background
- Experience dealing with diverse populations
- Ability, willingness, and desire to deliver high quality customer service to all clients free of all bias.

Education and/or Experience:
- Social Services and/or Business school education preferred
- Some experience preferred but not required in a social service type agency

Physical Demands:
Physical demands of this position are representative of the physical requirements for an employee to successfully perform the essential duties of the position. Some light lifting is required. Employee is required to stand, walk, reach with arms and hands, stoop, kneel or crouch and must be able to communicate verbally. Vision abilities of this position require close vision.

Work Environment: General office

Driver Status: Non-driver

I fully understand the above statements concerning my job description. I realize that the above-stated duties are part of my job as Resource Specialist at Northside Common Ministries and I also agree to work Sunday through Saturday as scheduled.

Signature: ______________________________________ Date: ______________