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.

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 www.s2c.opdc.org.

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 development and implementation
- Work with director, and support staff, schools and families to meet program goals
- Assist with marketing and outreach of the School 2 Career program
- Program assistant will be responsible for 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.
- Obtain copies of report cards for all students for each report period, compile the data and determine strategies to assist 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.

Position Requirements

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.

Duration:

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

• 2017 Summer term from May to August.
• 2017-2018 school year, September to April.

How to apply:

To apply, please email a cover letter and resume to kstallworth@s2c.opdc.org with “S2C intern” in the subject line.