<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td><strong>Program Coordinator Assistant</strong></td>
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<tr>
<td><strong>Purpose</strong></td>
<td>Under the direct supervision of the Thrive Leadership Assembly, the Program Coordinator Assistant Intern will serve as a liaison between THRIVE and GSAs across Southwest PA; keeping the newly developed SWPA GSA organized, inspired, motivated and a bridge between the GSAs. The Program Coordinator Assistant should represent the organization and its mission in a positive and productive manner while always seeking to cultivate collaboration and promote safe schools across Southwestern PA.</td>
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| **Key Responsibilities** | *Work with Leadership Assembly and Advisory Circles in identifying events, meetings and outreach opportunities.  
*Facilitate GSA gatherings as needed.  
*Attend GSA meetings throughout Southwest PA.  
*Continue to update the GSA contact list, GSA advisor list and spreadsheet.  
*Prepare strategic communications with GSAs utilizing print materials, Facebook, Twitter, Mail Chimp and other web based media, and general marketing strategies. This may include the development and distribution of weekly newsletters.  
*Initiate and keep with on-going communication for all GSA requests that come to THRIVE.  
*Utilize knowledge learned in school to move forward aspects of community building for area GSAs.  
*Apply for grant funding as identified.  
*Work with budgets for programs.  
*Assist in fundraising efforts.  
*Promote and facilitate the development of the annual youth convention. |
| **Location** | On & Off-Site - car required |
| **Supervision** | Leadership Assembly |
| **Recommended Educational Level** | Position is highly adaptable for MSW (2nd year COSA preferred) |
| **Skills Learned During Placement** | *Experience with working with youth.  
*Familiarity with non-profits.  
*Strong initiative, able to work independently, self-starter.  
*Ability to learn quickly and confidence to ask the tough questions.  
*Communication skills and willingness to learn to talk with diverse individuals.  
*A strong work ethic that will support the attainment of initiative goals.  
*Strong organizational skills.  
*Ability to work both independently and as a team member.  
*Demonstrates high energy, enthusiasm, and the ability to interact easily with members of various communities.  
*Manage volunteers  
*Plan and execute educational, networking & support events.  
*Well-versed in most software applications, including Microsoft Office.  
*Ability to self-sustain, motivate, and self-direct through the absence of a traditional office atmosphere and scheduling.  
*Ability to fluctuate between alternate work environments, such as schools versus business settings.  
*Strong language skills that include the ability to adapt to a variety of audiences. |
<p>| <strong>Support Provided</strong> | Leadership Assembly and Advisory Circle |</p>
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<td><strong>Job Title</strong></td>
<td>Social Administration Intern</td>
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<td><strong>Purpose</strong></td>
<td>Under the direct supervision of the Thrive Leadership Assembly, the HR/Admin Intern will serve as a liaison between THRIVE leadership board and the director to provide consistent communication, updated policies &amp; procedures, and other administrative functions for THRIVE. The HR/Admin Intern should represent the organization and its mission in a positive and productive manner while always seeking to cultivate collaboration &amp; promote safe schools across Southwest PA.</td>
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| **Key Responsibilities** | *Creates & revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes. May include, but is not limited to, policy and procedure regarding governance, financial management, and human resource management, and the drafting of major documents necessary to the functioning of the organization.*  
*Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.*  
*Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying & implementing solutions.*  
*Completes operational requirements by working in conjunction with the director to further administrative and governance projects.*  
*Prepares and enters into the data processing system, including manually entering data extracted from physical documents.*  
*Attends, the monthly meetings of the BoD, Executive Committee.*  
*Updates information regarding governance structure, Strategic Plan, and Board Recruitment, as changes occur in the organizational system.*  
*Spearheads and/or supports strategic partnerships with organizations through relationship and capacity building practices.*  
*Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. (requirement of internship)* |
| **Location** | Combined On & Off Site - No car necessary |
| **Majors Recommended** | COSA, Human Resources, Communication, Business |
| **Hours** | Flexibility required, with Day, Evening and Weekend Availability |
| **Supervision** | Director, Intern Supervisor |
| **Skills Learned During Placement** | *Communicate & collaborate with individuals across organizational hierarchy.*  
*Operate Electronic Data Processing technology.*  
*Microsoft Office Skills, Managing Processes.*  
*Administrative Writing Skills.*  
*Organized and understands how to prioritize tasks.*  
*Possess Problem Solving skills.*  
*Ability to self-sustain, motivate, and self-direct through the absence of a traditional office atmosphere and scheduling.*  
*Ability to fluctuate between alternate work environments.*  
*Strong language skills that include the ability to adapt to a variety of audiences.*  
*Meeting Deadlines*  
*Determining tasks necessary to accomplish objectives* |