The Center for Women’s current focus is serving women in transition throughout Pittsburgh with issues related to securing economic independence, including the development of financial skills; providing education related to workforce entry/re-entry, with mentorship and internship opportunities and referrals to additional support services.

TITLE: Graduate Intern
REPORTING TO: Director, The Center for Women
DATE: May 2015

OBJECTIVE
The Graduate Intern is responsible for assisting with overall program coordination, including client intake, maintain a client caseload, training and general administrative functions for the Center for Women (CFW). The duties of the position include:

DUTIES AND RESPONSIBILITIES
Program Coordination- Mentor & Internship Programs
- Provide information and referral to prospective clients calling to inquire about CFW programs
- Respond to community inquiries about CFW programs and services
- Conduct client intake and interview sessions
- Manage small caseload of clients as they participate in CFW programs
- Facilitate Mentoring Match Sessions and Internship Interviews
- Conduct monthly phone calls to participating clients and complete monthly feedback forms
- Help to facilitate and gather evaluation forms from clients, volunteers, and employers
- Oversee the assembly of CFW program materials and informational packets for distribution
- Assist in leading or lead Mentor and Mentee Meet Up events with Mentor Manager
- Co-facilitate Mentor Trainings with Mentor Manager
- Help develop, recruit participants and co-facilitate support groups for women in transition e.g.: single mothers, work life balance, mothers returning to the workforce, etc.

General Duties
- Represent CFW as a speaker or liaison as needed in the community
- Help staff CFW workshops as needed
- Assist with evaluation completion, tabulation and data entry for workshops
- Provide general support for the agency including general filing, general copying, and mailing preparation
- Assist with mass mailings and email distribution
- Keep all information and records confidential
- Complete other projects as assigned

QUALIFICATIONS & EXPERIENCE
- Flexible schedule with ability to work evenings and occasional Sundays
- Proven organizational skills including the ability to prioritize, manage, and follow through with multiple and simultaneous projects
- Proven ability to interact in effective and constructive ways with a variety of individuals in a variety of settings
- Ability to work independently and as a member of a team
- Strong verbal and written communications skills