

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Workforce Readiness SNAP Student Outreach Intern

GENERAL DESCRIPTION

Reporting to the Workforce Readiness Director the Student Outreach Intern/volunteer is responsible for providing, outreach and recruitment. This is a 20 hours /week position, M-F, 9am-2pm. The Intern will assist in maintaining and entering data into the Efforts to Outcomes and SMARTT database systems. The SNAP Students Outreach Intern will gain experience relevant to community organizing and outreach, nutrition education and social services.

QUALIFICATIONS

1. Must be able to type at least 40 wpm
2. Good telephone and electronic mail communication skills
3. Proficiency with Microsoft Word and Excel
4. Demonstrated ability to work independently and as a part of the team
5. A broad general education and dedication to lifelong learning; a strong work ethic; self confidence; good time-management skills

RESPONSIBILITIES

Administrative:

1. Assist the Educational Advisor and Technology Education Coordinator with recruitment, intake, and assessments of prospective SNAP students.
2. Input the SNAP participant data into a spreadsheet.
3. Maintain records of participants’ attendance, career readiness and job placement for the Workforce Readiness department.
4. Responsible for scanning and sending the SNAP students referral forms within the 48 hours to the DTA offices.
5. Follow up with community partners (including DTA offices) to help with recruiting SNAP clients/students.
6. Enter data into Efforts to Outcomes (ETO), SMARTT and TSN systems
7. Assist the Educational Advisor and Technology Educational Coordinator as needed with administrative tasks or other related duties

8. Attend and actively engage in supervision meetings.
9. Performs other related duties as requested by the Workforce Readiness Director,