



**Title:** Career Programming Intern

**Reports to:** Director, Career & Leadership Development

**DEPARTMENT:** Education Department

**Pay Range:** \$15.00/hour, 20 hours/week (.5 FTE)

*\*This position is a limited term position through January 22nd, 2020\**

**PURPOSE OF POSITION:**

The Career & Leadership Programming intern will support the success of Boys & Girls Clubs career & leadership readiness programming by supporting volunteer coordination, documenting data, and connecting students with available opportunities in their community. This position will add capacity to support the growing number of students involved in career programming across the organization.

This is a part-time, (.5 FTE) position, 20 hours per week, in support of BG CDC Career & Leadership readiness programming. Though a candidate will be expected to have some availability within business hours for meetings or events, we will work to accommodate a candidate's schedule as best we can. This position will work remotely pending further COVID-19 related shifts.

**WORK LOCATION:**

Due to COVID-19, employees are currently working remotely. Employees must keep phone and internet services to be able to complete work as required. Technology equipment will be assigned to ensure employees have access to BG CDC servers and files. Employees may be required to work from their assigned office as needed. All COVID-19 mandated policies must be followed as posted.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create, manage, and process student programmatic applications and document in QuickBase, KidTrax, and Google Documents as needed for program & grant requirements
- Manage a database of career-related volunteers to connect to experiential learning opportunities including guest speaker openings, mock-interview initiatives, and informational interviews; log volunteer engagement as appropriate
- Develop a career & leadership related volunteer intake system, and support with the processing of volunteer background checks
- Maintain regular communication of job, volunteer opportunities and career-related events to club members
- Support innovative career-related opportunities that meet the needs of members
- Additional projects as assigned to support continuous improvement of career & leadership readiness programming
- Attend monthly and quarterly meetings as needed with other Education Department staff

**DESIRED QUALIFICATIONS:**

- High school diploma or equivalent and enrolled in college or have earned a Bachelor's degree
- Strong organizational skills
- Intermediate skills in Microsoft Office Suite and G-Suite
- Preference to those with experience in college readiness programs (such as AVID/TOPS, PEOPLE, ITA, College Possible, Posse, etc.)

**Interested applicants should submit their resume and cover letter by Friday, November 6th to:** Laisha Rowell, Director of Human Resources, [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org).

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