

<p>ODEP – Add Us In Internship Job Announcement</p>
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Position: Internship

8-week summer part-time communication opportunity.

This position requires that you be able to communicate over the phone.

Hours & Days: This internship will be working between 10 – 15 hours per week. Work week will be Monday – Friday with occasional Evenings & Weekend hours.

Pay & Benefits: This is a paid Internship at \$10 per Hour. The maximum amount for this internship is \$1,000. There are no benefits with this position.

Position Summary:

A Sacramento based non-profit is looking for a student who is interested in community organizing and disability youth advocacy priorities. The internship position would include assisting and planning activities and/ or events for youth with disabilities across California. The position would include entering confidential information into an online database, communicating with youth and adult allies in-person and virtually, while also providing day-to-day program support.

Internship Responsibilities:

- Work with a team of staff members and volunteers.
- Responding to emails and voice messages.
- Organizing and updating online resources.
- Recruiting and advertising youth leadership opportunities.
- Assisting at outreach events.
- Providing onsite support at events.
- Entering and updating online database.
- Assist in teleconference meetings.
- Provide peer support to youth with disabilities.
- Miscellaneous assignments related to the program.

Internship Requirements:

- Ability to operate Microsoft Office Software.
- Ability to communicate professionally over the phone and in-person with youth and adult allies.
- Ability to perform basic office tasks, such as writing an email and keeping track of appointments on shared calendar.
- Desire to learn, be a part of a team and have fun.

- Ability to keep track of information, document and report information.
- Maintain confidential information.
- Ability to use a variety of social media platforms.
- Ability to travel to outreach and other events, as needed.
- Ability to maintain professionalism, follow policies and procedures.
- Punctual, reliable, polite and organized.

Highly Desired But Not Required Qualifications:

- Youth and youth adults between the ages of 18 – 28.
- Bilingual English-Spanish.
- Experience in working with youth with disabilities.

To apply:

Please send resume and customized cover letter:

Subj: "Selection Committee, ODEP – Add Us In" via email to christina@cfilc.org, tom@wid.org and kat@wid.org.

Please let us know how you heard about the opportunity in the text of your email.

Resume and Cover letter should be in word format.

Save attachment's as follows:

YO Last name resume, DA Last name cover letter