Kristin Chatsworth, Executive Director

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602-583-7052



Position Description: **Program Intern**

**Mission:** Our mission is to empower women to break the cycle of generational poverty. We serve adult women whose lives have been affected by poverty, homelessness, and violence.

**Goal:** Gain experience working directly with at-risk clients! The Program Intern assists the Lead Client Coordinator with all aspects of program administration and execution.

**Commitment:** This is an unpaid, one-semester internship, with the possibility of transitioning into a paid employee upon completion. The duration of the internship is flexible depending on your school’s requirements.

**Responsibilities:** This intern works closely with the Lead Client Coordinator to deliver direct services to our clients. Primary responsibilities include:

1. Assist Lead Client Coordinator with screening and interviewing client referrals;
2. Communicate with our referral, training, and employment partners to maintain and deepen our relationships;
3. Follow evaluation procedures to ensure program quality;
4. Perform basic office administration tasks, including data entry;
5. Maintain over 500 confidential electronic client records (Salesforce);
6. Assist with event planning, including graduation celebrations, luncheons, and training sessions;
7. Provide administrative support to Program staff;
8. Provide community referrals as needed to clients;
9. Display compassion, patience, and honesty towards the hardworking women we serve!

**Location:** The intern will work from the Live & Learn office.

**Time Commitment:** The schedule is flexible and will be agreed upon by the intern and Lead Client Coordinator. The intern is expected to work a minimum of 8 hours per week.

**Qualifications:** Ideal candidates will:

1. Be pursuing a Bachelor’s Degree or higher in psychology, sociology, social services, human services, education, or a related field;
2. Have some experience (formal or informal) wither diverse, low-income populations;
3. Display strong attention to detail, excellent communication skills, and respect for confidentiality;
4. Have a working knowledge of Microsoft Office Suite;
5. Be passionate about empowering women!