

Intern — Summer 2009 (Chicago)

Opportunity

Seeking a highly-driven, energetic Teen Programs Intern to assist in the execution of Step Up's empowerment programs for underserved high-school age girls from three Chicago-area schools. The intern will have an *extraordinary* opportunity to gain experience in many facets of direct service programming and nonprofit management including:

- Assisting in the planning and facilitation of after-school, in-school and Saturday programming focused on College & Career Development and Self-Esteem & Leadership
- One-on-one mentoring with Step Up teens
- **Interfacing with Step Up's varied constituents, including teen girls, school staff, parents, and volunteers**

Commitment

Part-time internship for a minimum of 10 - 12 weeks. Internship will ideally begin in late July or early August. Intern work hours are between 10am – 6pm, minimum 2 days or 16 hours per week.

Compensation

- Training in non-profit management, marketing, and all around business practices
- Resume building experience tailored to your interests and skills
- Ability to work closely with the Program Manager
- Opportunity to attend high level events and network with dynamic women
- Class credit is offered

Qualifications

- **Passion for women's** social issues and interest in providing quality educational, enriching experiences to girls
- Strong people skills and excellent verbal and written communication skills
- High level of organization and the ability to multi-task while coping flexibly with change
- Demonstrated leadership and teamwork qualities
- Mastery of Word and Excel
- Sensitivity with ethnically diverse and underserved communities
- Bilingual English/Spanish a plus
- Drivers license and ability to serve as driver for teens to programs and events a plus

To apply

Please send your resume and a cover letter explaining why you want to intern at Step Up to Rachel Clayton, Program Manager, at rachel@suwn.org. No calls please. Step Up will contact those we wish to interview.