



**JUST US 4 YOUTH**  
MENTOR | HEAL | DEVELOP

## **JOB DESCRIPTION – Executive Intern.**

**Program Overview:** The Just Us 4 Youth Operation Internship offers an immersive learning experience within a dynamic nonprofit organization. Interns will engage in a range of essential duties and responsibilities, contributing to various departments and learning about diverse aspects of the organization. This internship provides hands-on exposure to executive leadership, community collaboration, and organizational operations.

**Position Summary:** As a Just Us 4 Youth Executive Intern, you will fulfill the monthly demands of the program while participating in workshops, learning opportunities and contributing to departmental tasks. You will assist executive leadership, engage in community collaborations, and represent the organization's values. This role involves a blend of administrative tasks and fieldwork, offering a comprehensive understanding of nonprofit operations. The work provided is meant for educational purposes, not to replace an existing employee's work, nor will the hours be assigned in conflict with the intern's academic duties. Please note that completion of this internship does not provide entitlement to employment.

**Duration and Location:** The internship is a fourteen-week program. The internship timeline is set to begin on February 5th and end on May 13th, which is subject to change based on the academic needs of the intern. The Executive Intern will be expected to work during operational hours sometime between Monday-Friday 8 am - 4:30 pm with our Operations Manager. The Operations Intern will be expected to work in person based in Pomona, CA, with some flexibility.

**Hours:** Interns will be expected to work a minimum of 10 hours per week and will not exceed more than 20 hours per week.

**Compensation:** This is a non-paid internship that will offer academic credit and field experience upon completion of the hours required by the University.

### **Essential Duties & Responsibilities:**

- Collaborate with operational staff to map processes and propose improvements
- Research and compile information on local nonprofit regulations
- Collect, organize, and analyze data using tools like Excel

- Assist project managers with documentation and scheduling
- Collaborate with various departments, attend meetings, and observe teamwork
- Draft memos, reports, and compile information for presentations
- Engage in problem-solving exercises and propose solutions
- Attend training sessions and apply learned concepts to tasks
- Maintain a journal, seek feedback, and reflect on daily tasks for improvement

### **Learning Outcomes & Benefits:**

- **Understand Nonprofit Operations:**
  - Gain insight into the nonprofit's operational structure, departments, and workflows.
  - Understand critical processes related to program delivery, administration, and community engagement.
- **Process Optimization:**
  - Identify inefficiencies in operational procedures.
  - Suggest improvements to enhance workflow efficiency and cost-effectiveness.
- **Compliance and Regulations:**
  - Develop knowledge of California and Los Angeles County regulations.
  - Ensure compliance in nonprofit operations and reporting activities.
- **Data Management and Analysis:**
  - Acquire skills in data collection, organization, and analysis.
  - Use software/tools to track and assess program impact and organizational performance.
- **Project Management Support:**
  - Assist in project coordination, scheduling, resource allocation, and progress tracking.
- **Team Collaboration:**
  - Engage in cross-functional collaboration with different departments or teams.
- **Communication and Documentation:**
  - Develop strong written and verbal communication skills.
  - Draft reports, memos, and documentation related to operational processes and projects.
- **Problem-Solving and Critical Thinking:**
  - Cultivate problem-solving skills by addressing real-time challenges.
  - Use critical thinking to propose solutions and improvements.
- **Professional Development:**
  - Participate in training sessions, workshops, or seminars related to nonprofit management.
- **Reflection and Feedback:**
  - Encourage self-reflection and seek regular feedback to assess personal growth and contributions.

**Minimum Skills & Qualifications:**

- Currently enrolled in an accredited 2-year or 4-year college or university as a Business Administration, Nonprofit Management, Operations Management, Sociology/Psychology major or related field of study.
- Bilingual in English/Spanish is preferred.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills (i.e, Google Suite).
- Excellent oral, written, and verbal communication skills.

**How to Apply:**

To apply, please email Jonathan Villaseñor via [jvilla@ju4y.org](mailto:jvilla@ju4y.org) a PDF of a cover letter and resume with the subject line "Operations Internship Application." You may also fill out our Internship Form at <https://forms.gle/2dhJmi9RZiqqWwf9>.

Thank you!