



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

## **JOB DESCRIPTION - YES Program Intern**

**Program Overview:** The YES program covers all areas of professional development. Youth will have the opportunity to sit in live interviews showcasing the skills they have developed. The program facilitator provides an in-depth breakdown of the program curriculum. Our local partners provide real-life work experiences including job opportunities conditional on successful program completion. YES helps enrich the local economy by encouraging youth to seek employment with local businesses.

**Position Summary:** Just Us 4 Youth is seeking a YES Program Intern to join our organization and support our mission to mentor at-risk youth to be better students, better people, and better leaders. The YES Program Intern will work closely with the YES Supervisor and gain experience on being a role model and source of knowledge and guidance towards the youth in the community joining the workforce. 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 program shall last approximately 12 weeks or as long as it imparts beneficial educational experience and training to the intern. The projected timeline is set to begin January 27th and end April 24th, 2025. The YES Program Intern will be expected to work 100% on-site based in Pomona, CA.

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

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

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

- **Career Exploration and Preparation:** Assist in preparing trainees for long-term career exploration and job placement across various occupational fields. Support their journey toward stable employment and self-sufficiency by providing guidance, resources, and skill

development opportunities.

- **Referral to Support Services:** Identify participants who may benefit from additional assistance and refer them to appropriate interventions and supportive services available within Just Us 4 Youth's (JU4Y) programs, such as Interim/Transitional Housing, Tutoring, Mentoring, and Academic Recovery.
- **Benefit Guidance:** Guide participants through the process of obtaining benefits for which they may qualify, including CalFresh, EBT, Medi-Cal, and other relevant support services. Provide clear information and assistance in navigating these systems.
- **Participant Support:** Offer personalized support to participants, helping them overcome barriers to employment and education by connecting them with the necessary resources and services to ensure their success.
- **Program Collaboration:** Work closely with JU4Y team members to ensure participants receive comprehensive support, leveraging internal programs and services to address their individual needs.
- **Documentation and Reporting:** Maintain accurate records of participant interactions, referrals, and outcomes. Regularly report on progress and challenges, contributing to program evaluation and improvement efforts.

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

- **Mock Interview Skills:** Gain hands-on experience in conducting mock interviews, developing the ability to assess and provide constructive feedback to participants, helping them improve their interview techniques and confidence.
- **Event Planning and Coordination:** Learn how to create, organize, and host community-wide Employment and Career Fairs. Develop skills in event management, logistics, and community engagement while promoting employment opportunities.
- **Employer Expectations:** Gain insight into the expectations and requirements of employers across various industries. Understand what employers are looking for in candidates and how to effectively prepare participants to meet these expectations.
- **System Navigation:** Learn how to navigate essential government systems such as the Department of Public Social Services (DPSS), Social Security, and the California Department of Motor Vehicles (CA DMV). Develop a comprehensive understanding of these systems to better assist participants in accessing necessary services and benefits.
- **Professional Development:** Enhance your organizational, communication, and leadership skills by working in a dynamic environment that fosters growth and collaboration. Benefit from mentorship and real-world experience that will prepare you for a successful career in social services, community outreach, or related fields.
- **Community Impact:** Contribute to meaningful work that supports individuals in your community, helping them achieve self-sufficiency and long-term success. Gain a sense of fulfillment and purpose by making a positive difference in the lives of others.

**Minimum Skills & Qualifications:**

- Currently enrolled in an accredited 2-year or 4-year college or university.
- 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 [internsandvolunteers@ju4y.org](mailto:internsandvolunteers@ju4y.org) a PDF of a cover letter and resume with the subject line “YES Internship Application” or fill out our Internship Form at <https://forms.gle/2dhJmi9RZiqqWwf9>.

Thank you!