# JOB DESCRIPTION – Executive Program Intern.

**Program Overview:** The Just Us 4 Youth Executive Program 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 program shall last 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 Executive Intern will be expected to work 100% on-site based in Pomona, CA.

**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:**

- Gain insight into nonprofit structures, workflows, and critical processes in program delivery and community engagement.
- Identify and suggest improvements for operational efficiency and cost-effectiveness.
- Learn to ensure compliance with California and Los Angeles County regulations in nonprofit activities.
- Develop skills in data collection, analysis, and using tools to track program impact.
- Assist in project coordination, scheduling, and resource allocation.
- Work cross-functionally with various departments to enhance teamwork skills.
- Improve written and verbal communication through drafting reports and documentation.
- Enhance critical thinking by addressing real-time challenges and proposing solutions.
- Participate in workshops and training for continuous learning.
- Engage in self-reflection and seek feedback to assess and improve your performance.

**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 [internsandvolunteers@ju4y.org](mailto:internsandvolunteers@ju4y.org)  a PDF of a cover letter and resume with the subject line "Executive Internship Application" or fill out our Internship Form at [https://forms.gle/2dhJjmi9RZiqqWwf9](https://forms.gle/2dhJjmi9RZiqqWwf9).

Thank you!