



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - YES Program Intern

Program Overview: The Youth and Young Adult Employment Services (Y.E.S.) Program offers services and aid designed to help youth succeed in their employment journey. 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 as well as job opportunities conditional on successful program completion. Y.E.S. 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-promise youth to be better students, better people, and better leaders. The YES Program Intern will work closely with the YES Supervisor and gain experience as a role model and source of knowledge and guidance for 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 is a fourteen-week program, or as long as it imparts beneficial educational experience and training to the intern. The projected timeline is set to begin on August 28th and end on December 8th, which is subject to change. The Y.E.S. Program Intern will be expected to work in person 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:

- Support Just Us 4 Youth's mission and Y.E.S.'s goal to prepare the youth entering the workforce.
- Develop a trusting and open relationship with clients, and assist with decision-making and

goal-setting.

- Provide critical feedback and assistance to clients through resume preparation, appropriate attire and conducts, and mock interviews.
- Assist with organizing small workshops and conferences centered around employment.
- Collaborate with high schools and college career centers.

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in the nonprofit sector industry and the intern's educational path.
- Increase knowledge and understanding of restorative mentoring.
- Expand an urban network of community partners, government agencies, and local businesses through collaboration.
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship.

Minimum Skills & Qualifications:

- Currently enrolled in an accredited a-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 jvilla@ju4y.org a PDF of a cover letter and resume with the subject line "YES Intern Application".

Thank you!