



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION – Executive Intern.

Program Overview: The Just Us 4 Youth Executive 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, or as long as it imparts beneficial educational experience and training to the intern. The internship timeline is set to begin on August 28th and end on December 8th, which is subject to change. The Executive Intern will be expected to work 75% in-person based in Pomona, CA, and 25% remotely.

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 will not exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Meet monthly program requirements and focus areas.
- Attend workshops and seize learning opportunities.
- Assist and learn about various organization departments.
- Participate in meetings and offer improvement suggestions.

- Represent executive leadership in community collaborations.
- Maintain a comprehensive learning log.
- Cultivate professional relationships with stakeholders.
- Collaborate within a team to complete tasks and projects.
- Shadow executive leadership during workdays.
- Monitor relevant local and district issues.

Learning Outcomes & Benefits:

- Gain practical experience in nonprofit operations.
- Develop strong communication and interpersonal skills.
- Enhance managerial and diplomacy capabilities.
- Handle confidential information responsibly.
- Improve problem-solving and decision-making abilities.
- Deepen knowledge of organizational systems and procedures.
- Hone time management and prioritization skills.
- Participate in community collaborations and external affairs.
- Build relationships with various stakeholders.
- Understand legislative matters related to youth development.
- Contribute to event coordination and planning efforts.
- Explore contract acquisition and organizational expansion.
- Gain insights into executive leadership roles.
- Represent the organization with confidence.

Minimum Skills & Qualifications:

- Currently enrolled in an accredited 2-year or 4-year college or university as a 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 a PDF of a cover letter and resume with the subject line “Executive Internship Application”.

Thank you!