



**Title:** Student Programs, Intern

**FLSA Status:**

**Department/Program:** Programs

**Job Family:** Volunteer

### **General Summary:**

There's something truly special about volunteering with Mentors, Inc. As a volunteer, you not only have the opportunity to make a difference in the DC community, but also join a family of dedicated individuals who are committed to developing long-lasting professional relationships.

Founded in 1987 by a parent and a principal, Mentors, Inc. is the only citywide, one-on-one mentoring program for D.C. high-school students. The Catalogue for Philanthropy has named us one of the "Best Small Charities" for three years in a row. For more than 22 years, Mentors, Inc., has paired at-risk students in D.C.'s public and charter high schools with caring, professional adults who support their efforts to graduate from high school, attend college, and prepare for life as successful adults who contribute to their communities.

This is an exciting time for Mentors, Inc. as we seek volunteers who are enthusiastic about our mission and want to contribute professional skills to our organization. If you're passionate about supporting youth development through mentoring and contributing your skills to a small-dynamic team, apply for our internship program!

### **To Apply:**

Please send an application, cover letter, resume, writing sample and two letters of recommendation to [fkaldun@mentorsinc.org](mailto:fkaldun@mentorsinc.org). Put Student Programs, Intern in the subject line. All application items must be submitted as a complete package for consideration. All volunteer applicants must complete a criminal background check prior to the date of employment.

**Reports to:** Program Manager

### **Job duties:**

The student programs intern supports student program strategies for the organization, which may include data entry, researching local events, and program material development. The intern believes in the Mentors, Inc. mission, is a high-energy team player, and is has superb relationship building, management, and stewardship talents.

### **Responsibilities:**

- Responsible for entering data from student applications into Mentor Core data entry
- Create/maintain abc binders for all student applications and file new student applications
- Participate in trainings on MentorCore functionality as well as the student filing system

- Responsible for calling students and parents regarding their status in the intake process
- Schedule students for various portions of the intake process (orientation, interview, etc.)
- Research free or low-cost local events opportunities for mentoring pairs
- Prepare “Red Alert” email or use approved social media to send event alerts to matches and send approved alerts to mentors and students
- Assist with 9<sup>th</sup> Grad transition follow-up calls and event preparation
- Create program specific materials, such as Parent-Student Orientation Information Sheet, highlighting the main priorities of the program and a one-page information sheet on the 9<sup>th</sup> Grade Transition Program
- Review new materials needs as requested
- Responsible for ensuring that all mentor/students files are updated with current driving licenses, insurance cards, IDs, background checks, etc.
- Ensures that all mentor information is current in the MentorCore database
- Follow up with ‘matched’ and ‘waiting to be matched’ students and parents regarding outstanding documentation, such as report cards

#### **Other Duties and Responsibilities:**

May perform other duties and responsibilities that staff may deem necessary from time to time.

#### **Qualifications:**

- Current high school applicants, must be currently enrolled in high school otherwise;
- High school diploma required, college degree preferred

#### **Knowledge, Skills and Attributes:**

- Applicants must have strong verbal communication skills and possess the ability to collaborate with a variety of adult and youth personalities
- Experience with file management or office administration is preferred
- Candidates should possess strong attention to detail
- Communications experience producing written program materials, print or online media
- Applicants should also have excellent writing and editing skills as well as experience with database entry.
- Applicants should be self-motivated, possess good organizational skills, detail-oriented, ability to prioritize, as well as multi-task and meet deadlines.
- Candidates should be proficient in Microsoft word, Microsoft Excel and other Microsoft Office programs.
- Must be positive and enthusiastic, proactive, high initiative, and flexible.
- Ability to work well in small collegial office setting and commit to confidentiality requirements.
- Understanding of mentoring programs and/or youth education. Understanding of Mentors, Inc. mission is ideal.