



Experience Works! PLUS Internship Program | Available Internship

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title

Program and Event Assistant Intern

Location:

Uniontown, PA

Responsibilities:

Assisting with events - Intern will be tasked with creating literature, and assisting with prep, execution and cleanup of the event. They will also similarly assist with additional events, including tabling at networking events, as needed.

The intern will also assist with organizing and creating curricula for our facilitated group mentoring program.

The intern's responsibilities may also include, but will not be limited to; assisting with youth interviews and surveys, completing reference calls for volunteers, assisting with research, attending meetings, presenting, and creating images for marketing strategies.

In addition to their responsibilities, they will complete required online trainings on The Fundamentals of Youth Protection, Trauma Informed Care, Mandated Reporter Training and JEDI. They will job shadow casework, marketing, networking and event planning.

**All interns will be required to have completed all background checks before the internship begins.

Critical Skills:

Experience working with children and creating marketing material is preferred, but not required. The intern will need communication, teamwork, critical thinking and leadership skills. They will be required to communicate effectively and clearly to exchange information and ideas. They'll need critical thinking skills to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.