Role Overview
YouthForce NOLA is currently seeking to hire Project Assistants to help ensure the success of our YouthForce Internship (YFI) program for Summer 2020. The Project Assistants will be responsible for assisting the YFI team as they prepare for and oversee training and internships for approximately 250 high school interns. In addition to the key experiences and strengths listed below, Project Assistants should have an interest in personal and professional growth for the youth that we work with as well as for themselves. The Project Assistant must be a high school graduate and special priority will be given to graduates of YFN Partner and Affiliate Schools and to YouthForce Internship alumni. A list of YFN Partner and Affiliate Schools can be found here.

The structure of this position is unique in that the schedule will vary throughout the program, for a total of about 200 hours from mid May to late July with flexible start and end dates.

Primary Responsibilities:
- Support with planning and execution of YFI training sessions and case management, including materials inventory and management, location and transportation logistics, intern and coach resource preparation, drafting/editing documents and emails, etc.
- Support with technology management (Chromebooks, mfis, projectors, etc.), including set up, tracking, troubleshooting, etc.
- Assist with daily data entry, including attendance tracking, survey completion, etc.
- Support YFI special event planning and execution (e.g. Meet & Greet, Mock Networking, Industry/Alumni Panels, Closing Ceremony, etc.)
- Attend selected YFI team meetings to provide updates on work progress
- Serve as a professional role model and provide guidance and support for high school interns participating in the YFI program

Required Key Experience & Strengths:
- High school graduate (college students encouraged to apply, but not a requirement)
- Extremely detail-oriented, organized, and timely
- Flexible, able to tend to issues that arise on the same day
- Able to work both independently and with a team
- Able to organize and meet deadlines
- Able to accept and adapt to feedback in a professional and mature manner
- Proficient in Microsoft Office and Google Suite, especially Excel and Sheets

Job Details:
- Reports to: YFI Program Manager
- Pay rate: $10/hr
  - Cell phone bill reimbursement for up to $37.50 per month
  - Monthly RTA Transit Pass provided if needed
  - Lunch provided during training
- Classification: Seasonal, Part-time, Nonexempt
- Hours: ~200 total over 3 months
Job Details (continued):

<table>
<thead>
<tr>
<th>YFI Work Focus</th>
<th>Dates</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-boarding</td>
<td>Mid May</td>
<td>YouthForce NOLA offices 1100 Poydras St, Ste 1405</td>
<td>~10 hrs</td>
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<tr>
<td>Prep for YFI Summer Programming</td>
<td>Mid May-May 22nd</td>
<td>YouthForce NOLA offices 1100 Poydras St, Ste 1405</td>
<td>~30 hrs/wk</td>
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<tr>
<td>YFI Summer Training</td>
<td>May 26th-June 19th (must be available for entire length of YFI training)</td>
<td>YFI Training Space TBA (likely in CBD)</td>
<td>~30-35 hrs/wk</td>
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<tr>
<td>YFI Summer Internships</td>
<td>June 22nd - mid July</td>
<td>YouthForce NOLA offices 1100 Poydras St, Ste 1405</td>
<td>~20-25 hrs/wk</td>
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Application Instructions:

- Please send a resume and cover letter via email to internship@youthforcenola.org with the following subject line: YFI Project Assistant - Summer ’20. In your cover letter, please tell us why you’re interested in the position, what would make you a good fit, and how you’ve been successful in a role with similar responsibilities in the past.
- All applications are due by Sunday, April 5th, 2020

YouthForce NOLA is an Equal Employment Opportunity employer and has a strong commitment to sustaining a diverse and inclusive team. As such, it is the continuing practice of YouthForce to consider all applicants without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, veteran status, physical or mental disability, or any other categories protected by applicable federal, state, or local law, provided they are otherwise able to perform the essential functions of the job.