Position: SOMOS Pittsburgh Youth Mentoring Intern

PT Position: 10-20 hours a week. $12/HR

Overall Function: Support the educational success of 8th – 11th grade Latino Youth in Pittsburgh

Essential Functions:

- Help implement the SOMOS Pittsburgh Youth Mentoring program
- Recruit mentors and mentees, including the development of recruitment materials
- Communicate with current and potential SOMOS mentors and mentees
- Assist with planning group mentoring activities
- Support with evaluation of SOMOS 2019-2020 pilot program
- Analyze evaluation of SOMOS pilot and collaborate with SOMOS supervisor to plan for the upcoming program year
- Assist in planning and coordination of SOMOS activities
- Create materials for SOMOS
- Enroll students and mentors in SOMOS
- Assist with planning and facilitation of SOMOS family, mentor, and mentee information sessions and orientations
- Support with the organization of SOMOS documentation
- Document required information
- Adhere to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and Latino Community Center policies and procedures.

Equipment Utilized:

The SOMOS Pittsburgh Youth Mentoring Intern shall utilize equipment to include but not limited to: automobile, telephone, files and filing cabinets, facsimile machine and various audio-visual equipment.

Work Environment:

Includes work in the Downtown, Pittsburgh office, as well as some travel to recruitment sites around the Pittsburgh area (ex: Pittsburgh Public Schools)

Required Qualifications:

Knowledge, skills, and general abilities:

- Bilingual in Spanish and English
- Highly organized
- Superior communication skills
- Ability to establish and maintain effective working relationships with parents, students, program staff, and other agency personnel
- Cultural sensitivity to the needs of the Latino community
• Team player and go-getter with a growth-mindset; takes initiative
• Ability to work independently and within a team
• Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion and Education.

Child Safety Requirements:
• Must successfully obtain the Criminal History Clearance from the Pennsylvania State, Child Abuse Clearance from the Pennsylvania Department of Human Services, National Sex Offender Registry Verification Check, and Fingerprint Based FBI Clearance.
• Must successfully complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania.

Physical Activities:
• Ability to transport oneself as program needs dictate.
• Ability to lift items weighing up to 50 pounds
• Ability to navigate and work in schools and office.
• Ability to inspect and identify violations to program policies and procedures.

Mental Ability:
• Ability to understand and follow supervisory direction
• Ability to work independently following established policies and procedures, including emergency situations.
• Ability to receive performances feedback and instructions calmly, without reacting negatively and emotionally.

This job description has been designed in accordance with the provisions of the Americans With Disabilities Act. It is intended to serve as a description of the essential function(s) for which this position exists and the required qualifications. Individual tasks and procedures are not listed because they usually dictate the manner in which a function is performed rather than the purpose. This job description shall be subject to review and modification as determined necessary by the Agency. Request for reasonable accommodation, from a qualified individual with disability, will be considered on a case-by-case basis.

Please submit cover letter with resume to eblair@latinocommunitycenter.org, subject “SOMOS Pittsburgh Youth Mentoring Intern Position.”.