



Programs Internship

A Precious Child is a 501(c)(3) nonprofit organization devoted to providing children in need with opportunities and resources to empower them to achieve their full potential.

Description:

The Programs Intern will have the opportunity to assist with planning and implementation of eight A Precious Child Programs. As well as aid with development and implementation of new potential programs.

Responsibilities:

- Work directly with the Programs Manager and Programs Team to collaborate, prep, run, and evaluate our operational programs;
- Initiate and keep relationships with points of contact at schools, businesses and organizations that partake in our programs as donors, volunteers, or sponsors;
- Developing and implementing tracking systems;
- Researching and applying for in-kind donations of needed items;
- Aid in execution of A Precious Child's three scholarship programs including processing applications and fulfilling scholarship requests;
- Assisting with solicitation of corporate sponsorships for programs;
- Assisting with coordinating distribution of goods to families and agency partners in relation to each program;

Qualifications:

- Graduate student or experienced undergraduate in relevant field;
- Excellent oral and written communication skills;
- Self-motivated, good organizational skills, flexibility, collaborative skills, and able to multi-task and works well with people;
- Ability to work with a wide range of people and show sensitivity to individual differences;
- Ability to communicate in a professional manner with other staff members, volunteers, and clients;
- Spanish/English Bilingual is preferred;
- Enthusiasm for the mission of A Precious Child and the children and families we serve;

*Please note: Due to the unpredictability of our programs, the Programs Intern may be asked to aid in other areas of A Precious Child, as needed.

Start Date: Position open until filled; requires a 3-6 month commitment.

Hours: 8-32 hours per week.

Compensation: This position is an unpaid internship. Individuals who need hours for class credit would be highly encouraged to apply.

How to apply: Please send a cover letter and resume to YvetteRedwood@APreciousChild.org.