



Internship Position Available  
Education Department

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 to 21. The Legal Department provides a broad range of counsel and advocacy services in civil matters to young people. Please visit our website [www.Door.org](http://www.Door.org) for more information.

**Position: Intake Officer**

This internship is suited for the student who is interested in exploring direct practice social service work, or who wishes to use the modality of direct practice work to learn about social problems, youth development models and/or specific youth populations. This position will enable the student to begin to hone interview and assessment skills and effective ways to engage underserved populations of young people. Additionally, students who are interested in education, community organizing, social programming, and social welfare policy will have a unique opportunity to work in a multi-service social service agency that serves young people with overlapping needs.

**Supervisor:** Mateka Fung, Resource Center Coordinator

**Position description:**

We seek a college student who has the ability to connect with students in meaningful ways, set limits, and hold students accountable to their education action plans. The ideal candidate will be able to work in a very fast paced environment. The position requires a strong presence; a team player and an individual who is skilled and comfortable in dealing with a diverse population of young people with educational needs.

**Intern responsibilities (include but are not limited too):**

- Conduct 1:1 intake interviews with young people seeking academic support services.
- Introduce young people to education services
- Make appropriate referrals based on new members' interest and needs
- Assist clients in obtaining educational goals
- Create and organize student files
- Follow-up (in-person, phone, email or letter) with clients on need basis
- Light typing and database entry
- Schedule/reschedule Education appointments
- Support with tracking mechanisms
- Meet with supervisor on a bi-weekly basis

**Qualifications:**

- ❑ Individuals interested in working with urban youth, and sensitivity to the needs and interests of the diverse young people who comprise The Door's population.
- ❑ Students pursuing a career in social service preferred.
- ❑ Record of dependability from at least one professional or academic reference.
- ❑ Dynamic, energetic, culturally sensitive individual
- ❑ Strong organization and communication skills

**Hours and Commitment:**

- ❑ Commitment of four (4) months is required; full academic semester preferred.
- ❑ Contract for a minimum of three (3) hours per week, or for maximum of (15) hours per week.
- ❑ Interns needed Monday-Friday between the hours of 1pm-6pm

**How to apply:**

Please email resumes and cover letters to Mateka Fung, Resource Center Coordinator at [mateka@door.org](mailto:mateka@door.org). Do not call or send resumes via mail. Qualified candidates will be contacted to come in for an orientation session.