
SUBJECT:	JOB DESCRIPTION
JOB/POSITION TITLE:	Youth Internship <i>Non-Exempt / Part-time</i>
SUPERVISOR'S TITLE:	Buffalo County Community Partner Youth Coordinator
POSITIONS SUPERVISED:	None

Summary

Working under the direction of the Buffalo County Community Partner youth coordinator the youth intern will support youth programs, mentor youth and develop graphics and content to implement external communication plans, including but not limited to; mass emails, print media, radio, television, billboards, social marketing, Facebook, Twitter, Instagram, web sites, and public service announcements.

Major Expectations

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Supports the work of Buffalo County Community Partners by embracing collaboration and partnership building reaching out to volunteers as a customer centered team member working toward building a healthier Buffalo County.
3. Work is flexible to meet the needs of Buffalo County youth, some weekends and evening work. Time in office required. Office hours 8am – 5pm.
4. Plan youth gatherings, meet with groups of youth to implement youth driven programs, for example photo voice, youth mental health first aid training.
5. Work with the Youth Coordinator to plan, develop and implement communication plans.
6. Work with the Marketing Director and Youth Coordinator to create content, narrative, graphics and key messages to implement external communication, including but not limited to; mass emails, print media, radio, television, billboards, social marketing, Facebook, Twitter, Instagram, web sites, and public service announcements.
7. Create graphics and messaging as needed by the organization.
8. Serve as a part of a customer service team to the volunteers and donors by answering phones, taking messages, greeting customers, and making referrals.

Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPPA requirements.
2. Working toward a degree in communications or promotion, marketing, graphic design or equivalent experience. High school students interested in pursuing degree are eligible.
3. Experience in one or more areas of video production, web design, graphic design, copy writing, social media development.
4. Ability to prioritize work, and meet deadlines as required. Bi-lingual skills preferred.
5. Experience with or ability to work with WordPress, Indesign, Photoshop or other graphic design and web development software.
6. Willingness to learn selected strategies and prevention curriculum, strength based youth support and collective impact.
7. Experience or willingness to learn grant writing.
8. Experience facilitating meetings or willingness to learn.
9. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel. Carry at least \$300,000 in automobile liability coverage.

This work necessarily involves sitting for extended periods of time, looking at computer monitor and typing on keyboard.

This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.