

KidWorks College & Career Intern Position

Length of Service:

Semester preferred, can work with quarter schedule. Prefer to have them on Wednesdays from 5-7pm for College Apps Academy. Other days/times flexible.

Nature of work:

The College & Career department supports all our K-12th students and KidWorks alumni. Our programs include lessons for K-12th grade students, one on one counseling sessions with high school students, college and career exposure for 6-12th grade, individualized support for 12th grade students through our College Apps Academy program, and support services for our alumni through their college and career journeys.

Candidate Skills and Qualifications:

The ideal candidate will be a college student focused on student development as well as first gen Latinx experience. Open to any majors as long as they want to be here.

In addition, the ideal candidate should be:

- Culturally competent and Bilingual
- Able to complete tasks on an organized and timely manner
- Execute work on their own without necessary continual supervision
- Punctual and communicates directly with Vol Dept & C&C supervisor

Roles & Responsibilities:

- Admin work
 - Finding scholarships
 - Working on canva
 - Supporting team with side tasks
- Support College Apps Academy on Wednesdays from 5-7pm
- Career of the Month events
- If comfortable, leading ice breakers and lessons for HS seniors

Will be supervised by and report to:

Clarisa Vargas, College & Career Director

Leslie Martinez, College & Career Coordinator

Isabel Rivas, College & Career Associate