Mission Statement:
Career Collaborative ends working-class poverty by helping adults get and succeed at life-changing jobs. Our key services are a 60-hour Job-Search and Job-Readiness Course, individual and group job-search help, and two-years of one-on-one and group post-employment mentoring. Throughout the program, we focus on three key skills and attitudes: setting and reaching daily goals, networking, and understanding and adapting to the employer’s point-of-view. Astoundingly, more than 60% of our mentees are continuously employed for at least two years.

Internship Title:
Job Search Intern

Intern Expectations:
Intern(s) will spend the majority of their time working directly with clients, helping them write résumés, cover letters, and thank you letters, and search for and apply to appropriate jobs. Interns will also coordinate and participate in weekly Practice Interviews. Interns assist with recruiting and screening program applicants, recording job search activities in our database, and providing light clerical support. Interns will attend part of our four-week Job-Search Course to become familiar with our programs and our approach.

Qualifications:
excellent interpersonal and communication skills; writing skills and intermediate computer skills (internet and MS Word); experience and/or interest in working with low-income, minority, and immigrant populations; experience with and/or interest in working with adult learners; patient and persuasive with exceptional follow-through.

Working Conditions:
Office environment with professional dress code. Schedule is Monday-Friday, 9:00am-5:00pm.

On-site Supervisor:
Lauren Gray, Employer Partnership Manager
77 Summer Street
11th Floor
Boston, MA 02110
(617) 259-1516
lauren@careercollaborative.org

Supervision Plan:
Site Supervisor provides a structured orientation and on-the-job training, as well as ongoing supervision. Interns receive a handbook which describes all of the job responsibilities and office procedures. Interns participate in a weekly team meeting and

Edited: October 2013
discuss questions or concerns at this time. Each intern is assigned to work closely with one staff member, to help support his or her case load of clients and assist with special projects; the intern will also meet regularly one on one with this staff member.

**Preparation:**
No specific coursework or preparation is required.

**Transportation:**
Career Collaborative is easily accessible by public transportation so a vehicle is not required. Interns are responsible for their own transportation costs.

The link to our website is [www.careercollaborative.org](http://www.careercollaborative.org) and our facebook page is [www.facebook.com/careercollaborative](http://www.facebook.com/careercollaborative)