Career Collaborative  
Boston, Massachusetts

Mission Statement:
Career Collaborative ends working-class poverty by helping adults get and succeed at life-changing jobs. Our key services are a 100-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 63% of our mentees are continuously employed for at least two years.

Internship Title:
Job Search Intern

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

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. The intern may assist with special projects related to volunteer management, client recruitment, job retention programs, social media communication, and creation of e-newsletters.

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, the office temperature fluctuates so layers are useful. Schedule is Monday-Friday, 9:00am-5:00pm.

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 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. To better understand the day to day activities of the organization and client successes review the Facebook page www.facebook.com/careercollaborative.

**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 and our Facebook page is www.facebook.com/careercollaborative