Career Collaborative
Boston, MA, 2110

Organization Mission - A Hand Up, Not a Handout
Career Collaborative envisions a world in which all adults are able to support themselves and their children. We give our participants the exact assistance they need to attain this vision.

Our mission is to end working-class poverty by helping adults get and succeed at life-changing jobs, making Massachusetts and its families stronger.

Since its founding in 1997, Career Collaborative has helped 2,100 families in the Boston area move toward economic self-sufficiency.

Primary Service Area - Community and Individual Services, Workforce Development

Primary Groups of People Served - Adults (18 - older), Families, Men, Women, Homeless, Immigrants and/or Refugees, Ex-Offenders

Website URL and Facebook, or other information links, if available - www.careercollaborative.org, https://www.facebook.com/careercollaborative

Title of Internship - Job Search Intern

Primary Duties of Intern - work individually with program participants to assist them with job search activities such as cover letters, resumes, online applications

- participate in workshop activities and help with facilitating lessons as needed
- help to coordinate volunteers and logistics during weekly practice interview sessions
- enter data in database

Seeking Skills and Interests, including: Direct Client Relations, Writing, internet research.
Important Work Qualities include - Self-motivated, Problem-solver, Resilient. Seeking Personal Qualities, include - good interpersonal skills, able to work well with diverse population
- patience
- flexible/adaptable

**Percent of time internship is likely to spend with direct Client Contact - 0.9**

**Details**

**Does the Organization require its own Application process?** Phone conversation to confirm a good match

**Orientation for Intern** - Interns participate in a week long orientation process to learn about the organization, policies, procedures, expectations, and job responsibilities

**Supervisor/Mentor Schedule** - Weekly

**Physical Work Space** - Standard office environment, intern may have a cube or shared desk space, will primarily work in computer room

**Is this Organization Accessible via Public Transportation?** Yes, it's convenient. **Does this internship require the use of a car?** No, there is no driving requirement with this internship. **If on the job work requires use of a car, will the agency reimburse?**

**Personnel Background Security** - No - **Will your agency coordinate prior to internship?**

**Is this a new offering in 2016?** No

**May more than one SHECP Intern fill this Position?** Is this Organization offering other different SHECP Internship Placements?

**Recommended Readings for internship preparations?** NA