Jubilee Jobs Inc.

Washington, DC

Our Vision:

Jubilee Jobs helps underprivileged, disadvantaged, as well as fully experienced and skilled individuals find entry-level jobs in the Washington, DC metropolitan area. Over the past thirty-four years, Jubilee Jobs has placed over 22,000. Once placed in these entry-level positions, the applicants are invited to seek further assistance with higher education, job training, or move up jobs.

Internship Title: Job Counselor Assistant

On Site Supervisor/Mentor:
Jennie Murray, Volunteer Coordinator
jmurray@jubileejobs.org, (202)-667-8970
2712 Ontario Road NW, Washington DC 20009

Duties/Project Description: Interns will work as a Job Counselor within the overall Jubilee Jobs program. As a Job Counselor, the intern will have responsibility for interviewing new applicants, working with other job counselors on the Jubilee Jobs staff to prepare applicants for the job market, contacting employers, setting up interviews, following applicants until each is hired and then continuing contact with each working applicant after placement. The intern will get to know the struggles and challenges of the very poor, have a close look at the job market and the economy, and learn the workings of a well established non-profit.

Responsibilities may include, but are not limited to:
- Marketing – reaching out to employers to find open positions
- Assisting with orientation into the program
- Processing applicants through the in-take process
- Setting up applicant job interviews with employers
- Deepen understanding of poverty through interviews with applicants, contact with the job market, and various reading assignments

Qualifications: The work calls for a unique combination of compassion and competence, with both the applicants and the business community. Be prepared to work in a fast paced work environment. Flexibility, attention to detail, organizational skills, and ability to multitask are appreciated.

Updated: October 2015
**Working Conditions:** The intern will be working in an office environment either at our NW location or our satellite office in Southeast DC. Dress code is business attire, with the goal being to set a good example of a professional environment for the clients.

**Mentorship Plan:** Under the guidance of the Lead Job Counselor and the rest of the Jubilee staff, the intern will experience community service with accountability and results, as well as a deepened understanding of the lives of the very poor. In addition, interns will look at the systemic structures that create a large poor population and the need for programs such as Jubilee Jobs.

**Schedule:** Monday-Friday from 8:45 am – 5:00 pm, no work on July 4th and 5th

**Is the organization accessible via public transportation?** Yes

**Does the internship require the use personal vehicle?** No

**Tags:** Case Management, Economic Development, Ex-Offender Services, Job Placement, Marketing