CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

JOB DESCRIPTION

Internship Opportunity (Human Services)

FLSA STATUS
Temporary Non-exempt

REPORTS TO
Director of Program

JOB SUMMARY
This position supports the Program Management Team by:

• Conducting regular reviews of data with staff to help inform decisions (analysis and synthesis)
• Participating in Stakeholder Engagement Activities
• Accompanying staff on provider monitoring and/or site visits
• Supporting internal and external reporting and follow-up for Computer Inventory project
• Assisting with special projects in the Program division

ESSENTIAL FUNCTIONS
This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff and community partners, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong written and verbal communication skills, strong interpersonal skills, dependable, organized, detail-oriented, ability to analyze and synthesize data.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS

Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE

Commonly used application software: Microsoft Office Program (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS

Undergraduate, Junior level or higher, or graduate student

To be considered, candidates must submit a cover letter and resume online at http://erecruit.cscpbc.org/Careers/ by 5:00 p.m. March 31, 2020. Internships are for the Summer of 2020.