



**Position Title:** Career Coach Intern  
**Department:** Career Development  
**Reports To:** Career Coach  
**Revised:** May 28, 2010  
**Compensation:** This is an unpaid internship position.

### **WHO WE ARE**

Mi Casa Resource Center is a leader in Colorado's nonprofit arena with a 34-year history of helping Latino families advance in their economic success. We achieve our mission through career, business and youth development strategies as well as educational and support services that increase opportunities for success.

### **POSITION SUMMARY**

The Career Coach Intern works within the Career Development department. The Career Coach Internship will be research and experience oriented, and the intern is responsible for assisting Career Coaches to provide support to the volunteers who assist with resume writing, interviewing skills, and the job search to core program participants and community job seekers. The Career Coach Intern helps identify job placement opportunities, including community-based training opportunities, wage-subsidy positions, and job placement possibilities. This position will also provide experience through the independent researching of the job market, workforce development and other potential job options/opportunities for underserved populations and populations who face barriers to employment.

### **SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **Program Contribution**

- Coordinates/Trains volunteers and provides support in assisting participants and drop-in clients with job placement help and tactics, including resume and cover letter writing, interviewing skills, applications, job seeking and job placement in Spanish and English.
- Works with Case Managers, Career Coaches, and volunteers to ensure that participants are supported in their effort to retain employment.
- Responsible for providing a status report to the Career Development team outlining the progress and challenges in the job room.
- Keeps abreast of industry jobs, availability, trends, and employers, including outreach strategies.
- Researches and organizes resources necessary to overcome specific employment barriers.
- Acts as point of contact between volunteers and Mi Casa staff.
- Identifies barriers to employment of community members through economic, cultural, and social context.

- Looks for opportunities to provide Career Development team support in the execution of program delivery.
- Tracks and collects data on the progress of the Community Job Seekers through following-up.
- Completes additional duties assigned.

### **Required Qualifications**

<b>EDUCATION:</b>	Pursuing a Bachelors, Associates, Graduate degree, or a recent graduate.
<b>EXPERIENCE:</b>	Must have experience with time management, meeting deadlines, and communicating individual progress to team. Also needs to have experience working with diverse populations, and searching, applying, and interviewing for jobs. Must be able to work independently.
<b>SKILLS:</b>	Proficiency using word processing, database, and spreadsheet software. Excellent communication, customer service oriented, team building skills, solid writing skills, bilingual preferred (English/Spanish), and cultural sensitivity. Solid computer skills, resume writing knowledge, interviewing, cover letter writing.
<b>TERM:</b>	Semester long internships (Spring/Summer/Fall)- As required by professor, minimum of 6 hours per week

Interested candidates should send a cover letter and resume to [ajohnson@micasaresurcecenter.org](mailto:ajohnson@micasaresurcecenter.org).