



CENTER FOR YOUTH CITIZENSHIP

"Preparing Today's Youth for Tomorrow's Responsibilities!"

(located off of HWY 50, Bradshaw exit)
10170 Missile Way
Mather, CA 95655
FAX : (916) 228-2493
EMAIL: rsato@scoe.net

COLLEGE INTERN POSITION

This non-profit corporation serves schools and the community educating youth on civic responsibility, local government and conflict resolution skills along with service-learning programs.

PART TIME POSITION: 15 – 20 hours per week (Schedule can usually be flexible around student's class schedule.)

WORK HOURS: The Center is open Monday through Friday between 8:30 a.m. and 5:00 to 5:30 p.m.

SALARY RANGE: \$10.00 - \$12.50/hr. (beginning salary depending upon experience)

PLEASE FAX/E-MAIL RESUME AND COVER LETTER TO THE ABOVE NUMBER TO APPLY

Excellent opportunity for a student looking for educational program and/or business office experience. Principal duties include:

- ◆ Composing/editing program and Center correspondence and/or instructional materials;
- ◆ Word processing and data entry;
- ◆ Answering the telephone, greeting visitors and assisting with general office upkeep;
- ◆ Assisting with preparing for trainings, meetings, workshops and special events;
- ◆ Assisting with preparation of program newsletters, brochures and publications;
- ◆ Duplication and assembly of handouts, correspondence, reports, and various curriculum materials; and
- ◆ Filing and assisting with keeping project records.

Skills Required:

Knowledge of office practice and procedures, correct English usage, spelling, punctuation, grammar and composition. Excellent organization, communication and computer skills will be needed to be successful in this position.

Education/Experience:

High school diploma or GED.

Enrollment in college level courses.

Experience and/or education that demonstrate the skills needed to perform above duties.