

CDS Administrative Intern Position

Each semester, I choose one administrative intern to work closely with me on a wide variety of projects. **I try to capitalize on each person's talents** and encourage creative problem solving, graphic design work, improving efficiency in the workplace, and general enthusiasm for the cause – which is primarily to help at-risk youth. **Minimum time commitment is 100 hours/semester** – some time can be done at home but the intern does need to be able to come into the office during weekdays at least twice a week. Most interns arrange to receive school credit for their work. This is an unpaid internship.

My past interns will probably tell you that **I am high energy and fun to work with** and that I try to help them find their niche in in the world as they get closer to graduating and choosing careers. I also write great reference letters to graduate schools and employers!

Ideal majors for this position include: public health administration, nonprofit business management, business majors, public relations, etc. Also those going into family, youth, & community science, sociology, social work, psychology, or education are also good as they will learn the “behind the scenes” work of running a human services nonprofit agency. **RESPONSIBILITIES OF ADMIN INTERN:**

1. Office work - filing, organizing, printing, bulk and regular mailing, etc
2. Background checks on new volunteers (50-75/year)
3. Outreach events - tabling at events all over the community
4. Volunteer training - assist with training, refreshments, handouts (3x year)
5. Spotlight on Youth - teen talent show in March - 6 months of preparations - contacting schools, mailings, organizing kids paperwork, laying out program, recruiting advertisers/sponsors, thank you letters, etc
6. Annual Meeting (winter) 2 months prep to create annual report, arrange catered luncheon, mailings, etc.
7. Safe Place - site visits, data entry, presentations to kids, tabling, etc
8. Environmental Scans - looking at environments in retail establishments to determine if they promote underage drinking etc
9. Satisfaction surveys – (summer) – mailing, tallying, etc.
- 10. Being organized, dependable, & detail oriented, with flexible schedule & own transportation, really helps!**

CDS Family and Behavioral Health Services Inc. runs the Interface Youth Shelters and offers counseling for at-risk youth, as well as prevention programs. www.cdsfl.org

CDS mission: “Strengthening Communities by Building Strong Families”

CDS serves more than 3000 people in 11 counties each year in North Central Florida.

To apply for administrative internship or to volunteer at Interface or with Safe Place program, please contact:

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