

District Office Political Internship

Job Description:

Accepting resumes for internships in the district office. Candidates interested in public and social service are strongly encouraged to apply, and will become an active part of the operations of a fast-paced work environment.

Job Description:

Interns, whether in spring, summer, or fall will assist Congressional staff in the daily operations of the Congressional offices, as well as with larger projects impacting the more than 700,000 citizens. Internships are unpaid.

Duties include:

Helping with project research, management of constituent services, administrative staff support, assisting with advance and occasional travel around the 20 counties encompassing the district.

Hours can be flexible based on course schedules, though set work schedules are important to maintain consistency in managing the district offices.

Effort will be made to ensure interested applicants fulfill necessary academic and personal goals to foster interest in government and public service.

Job Qualifications:

Qualified candidates will possess the following skills:

An interest in or passion for public service and the mission of the United States Congress;

Ability and willingness to work under tight deadlines in a fast-paced work environment;

Excellent organizational, customer service, writing and computer skills;

A sense of humor, patience and ability to work with a diverse group of individuals;

Strong teamwork skills and a willingness to travel occasionally (in-state);

Discretion and common sense when dealing with sensitive or timely information

Salary: unpaid

Family Services Intern

Job Description:

The student selected will work part time, up to 20 hours per week.

Hours can be worked around school schedule, but will be during normal business hours. This person will work closely with the Family Services Coordinator and will assist with clients and our volunteers in all aspects of our emergency financial assistance program including, but not limited to: Food Pantry, Shelter and Energy Assistance, Clothe-A-Teen, Operation Santa Claus, and Adopt-A-Family.

This position affords someone the opportunity to understand all levels of our social services emergency assistance program including client relations, inventory control, volunteer coordination, budgeting, basic education requirement assistance, donor reporting, etc.

Perform other duties as assigned.

Job Qualifications:

We are looking for a student pursuing a social sciences related degree and interested in working in a local social service agency or like position.

Interested students must comply with the Internship Program Guidelines as established by Indiana University Southeast and agree to, and pass a complete security check.

Ability to lift up to 30 pounds is required for canned good inventory control.

The ideal candidate will understand the value of work experience in this sector of social services.

Salary: \$0.00/Experience

Fraud Department Intern

Job Description:

- Create and manage fraud files
- Input fraud cases to spreadsheet
- Assist in researching fraud cases
- Monitor Suspicious Activity Report
- Assist in maintenance of credit card fraud list

Job Qualifications:

- High School diploma required
- Active pursuit of Criminal Justice Degree preferred
- Knowledge of Word and Excel required

Salary: \$10.00

Preservation Program Assistant Intern

Job Description:

Research history of ownership of historic homes and prepare written description of said properties identifying architectural stylistic influences and architectural details; assist staff with administrative duties relating to the work of local government sponsored historic preservation commission, including review of proposed changes to the exteriors of historic properties, preservation easement monitoring

Job Qualifications:

Understanding of basic research methodology of local primary & secondary sources; basic knowledge / appreciation of domestic architecture; good writing skills; computer skills; must have access to a car for local travel; some night meeting attendance required

Salary: Unpaid

Press Intern

Job Description:

The Internship Program is named in honor of the late publisher of The Indianapolis Star and The Indianapolis News. The program offers work at daily and nondaily newspapers in Indiana for college students who will have at least one term remaining following completion of the internship. Student applicants must be residents of Indiana or attend an Indiana college or university. Graduate students and former interns are not eligible. The purpose of the program is to encourage the student to enter a career in newspapers. Although most internships will occur during the summer months, they may be performed any time prior to Dec. 31 of the given year.

Internships pay a stipend of \$330 per week for each of 10 weeks for a total of \$3,300. The newspaper pays the intern through its payroll system used for regular staff members. All internships are considered 40-hour-per-week, full-time positions.

Although we attempt to place students with newspapers close to their residence, logistics often require interns to commute. For that reason, candidates should have access to reliable transportation. In some instances students may even wish to seek temporary housing. To help us best place a candidate with a nearby newspaper, applicants should carefully complete the location section of the application.

Salary: \$330/wk

Youth Worker Intern

Job Description:

Gender Programs (certainty role)

Ensure that implementation of gender based programming is not hindered by youth misconduct or disorderly behavior. Participate in the conduction of the workshop collaboratively following the direction of the workshop facilitator. Be willing to lead workshop according to pre determined specifications with little or no notice

Character Programs (certainty role)

Ensure that implementation of 7 principles, HC, or BH is not hindered by youth misconduct or disorderly behavior. Participate in the conduction of the workshop collaboratively following the direction of the workshop facilitator. Be willing to lead workshop according to pre determined specifications with little or no notice

Reading Program (certainty role)

Ensure that implementation of the reading program is not hindered by youth misconduct or disorderly behavior. Participate in the conduction of the workshop collaboratively following the direction of the workshop facilitator. Be willing to lead workshop according to pre determined specifications with little or no notice

Program Support – Contingent Duties

Ensure that workshop evaluation sheets are entered into computer, grades have been entered into database, and vans have been cleaned to specification. Comply fully with vehicular policy and complete appropriate log entry forms each time driving. Under no circumstances ever deviate from set course in transporting youth. Abhor from personal use of YA vehicles. Turn in vehicle keys, and/or gas cards at the end of shift Ensure that implementation of homework hour and tutoring assistance is not hindered by youth misconduct or disorderly behavior. Offer Assistance with the set-up and breakdown of classrooms, computer lab or hallway monitoring, and the signing in of volunteers and youth. Assist or lead the preparation of meals served Monday through Thursday; clean the kitchen and adjourning dining areas in basement. Ensure that all youth who eat anything from the kitchen sign the appropriate document and that no youth ever under any circumstances leaves the basement with food.

Job Qualifications:

Interns will also be expected to create workshop objectives as well as evaluate session outcomes. They will also practice negotiation techniques with our partners ranging from parents, our public school district, donors and our volunteers. Some degree of Data entry, interpretation and/or data analysis will also be expected.

Salary: TBD