
Community Relations Internship Program

About Us

JumpStart U2, Inc. is a 501(c)3 organization focused on providing individuals with the access to resources and programs that strengthen their development in all areas of life. We can accomplish this through partnerships with community organizations. Through our Fresh Start Housing Initiative Program (FSHI) we are able to alleviate causing factors of housing instability through education and support services. We are the most unique comprehensive resource provider with a wide variety of skills, tools, and access to housing resources. Our mission is to help individuals and families improve and maintain independent lifestyles and to maximize their quality of life.

Paid, time-limited internship: Undergraduate - \$500 monthly stipend, High-School - \$300 monthly stipend

Overview

JumpStart U2, Inc. (JSU2) is pleased to announce its Community Relations Internship Program. Up to 6 interns will be chosen to serve as program advocates. This opportunity affords quality applicants professional work experience and a unique opportunity to contribute to alleviating the causing factors of housing insecurity in our community. The program provides valuable work experience for advanced undergraduates (juniors and seniors) in accredited degree-granting institutions and upper-class high school students enrolled in career & technical education programs or specialized academic programs, particularly those with an interest in sociology, economics, journalism, communications, public relations, social sciences, advertising, marketing, and a career in public service.

The program is designed to offer participants "hand-on" experience that is an invaluable addition to their academic coursework. Many community relations interns have used the experience and contacts they make to help them find post-graduate employment and to gain course credit.

To be considered, applicants must meet the following criteria:

- An applicant must either attend a Virginia school or be a permanent Virginia resident attending a school out of state.
- Applicants must be currently enrolled in an undergraduate program or attend a high school vocational tech or specialized academic program.

Interns may work a minimum of 12 hours each week, in-person. A total of 48 hours is mandatory to receive the full stipend. Undergraduate interns will be paid a monthly stipend of \$500, while high school interns will earn a monthly of \$300 for approximately 10 weeks. JSU2 considers paying interns who are performing well and who wish to work during the academic year (September – May). Student housing is available during the internship period at the expense of interns; however, interns may live anywhere they choose in the Greater Richmond Area.

Positions Available in the following specialty fields

- Communications & Marketing
- Web Development
- Education
- Accounting & Finance
- Human Services and Advocacy

Description of Work

This temporary position will perform a variety of tasks as directed by the Program Coordinator and her

support staff. JumpStart U2 is a fast-paced, time sensitive environment which requires individuals in this position to pay close attention to details and maintain extreme confidentiality. Students will learn about:

- Running a client-facing non-profit organization;
- Community-based programming and its development process;
- The importance of data and how to best utilize for long-term success; and
- Organized interests and the role they play in public service.

Example of Duties

- Serves as Program Advocate managing daily operations of JSU.
- Assist Program Coordinator with day-to-day management of client interactions.
- Develop and maintain educational support programs for the Life Skills Academy.
- Build positive relationships with program participants, corporate partners, local organizations,
- Create, review, or edit course materials, online content, social posting, and email marketing.
- Monitor and analyze social engagement.
- Conduct research, as needed.
- Attend weekly seminars.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, work processing, database management, and other applications.
- Performs duties as assigned by Program Coordinator.

Knowledge, Skills, and Abilities/Competencies

- Excellent telephone and customer service etiquette.
- Ability to work independently, organize and analyze materials, prioritize tasks, and make responsible decisions.
- Ability to maintain confidentiality and to handle sensitive work with maturity.
- Ability to maintain composure and work cooperatively under pressure daily.
- Entrepreneurial, flexible.

Minimum Education and Experience

Required Education and Experience

- For Undergraduate applicants – currently enrolled in studies at a college or university.
- For High School applicants – currently enrolled in a Vocational/Tech or specialized academic program

Applicants can apply directly by using the following link.

<https://bit.ly/crip-apply>

Completed applications including a cover letter highlighting desired position of interest, an unofficial transcript, and resume must be received by the Program Coordinator. If selected for an interview, a letter of recommendation (from student advisor, member of major department, dean of school, guidance counselor, or vocational teacher) will be required before the start of program.

Applicants must submit the following application materials to internship@jumpstartu2.org.



JumpStart U2, Inc.

A 501(c)3 Organization

1900 Chamberlayne Ave.
Richmond VA, 23222
Phone: 804.835.6400
Fax: 804.835.6495
E-mail: info@jumpstartu2.org
Web: www.jumpstartu2.org

