



## Connections Work Job Description

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<b>Position:</b>	<b>Development Intern 1-TS</b>
<b>Reports to:</b>	<b>Development Director</b>
<b>Primary Location:</b>	<b>Connections Work</b>
<b>Classification:</b>	<b>Intern - Temporary</b>
<b>Creation/Revision Date:</b>	<b>07/29/2022</b>

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### Internship Information:

- The purpose of this internship is to provide training in a hands-on environment that supplements your formal program of education for the purpose of receiving educational credit at a college or university. Connections Work will work with you to meet your program requirements in order to receive credit.
  - Your college or university should provide professional liability insurance for you.
  - Connections Work will accommodate your schedule to prioritize your academic commitments. You are responsible for making your Connections Work intern supervisor aware of any academic commitments in advance of the creation of your schedule.
  - This internship does not establish an employment relationship. Compensation for services provided will not be given. Connections Work will however, provide you with a training stipend \$10 for each hour you complete of the internship. In order to receive this stipend, you must complete IRS Form W-9. Stipends will be paid approximately every two weeks.
  - An internship is not a guarantee of a job offer upon completion of the internship.
  - This internship is for a temporary period of time agreed to in advance on the Connections Work Intern Agreement.
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### Internship Summary:

This internship will provide hands-on training for the intern covering Connections Work and services. Training will focus mainly on the coordination of marketing and outreach efforts for Connections Work. This includes Career Fair, Connections Work Social, and Holiday Gift Project planning, preparation and implementation of events.

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### Agency Culture and Values:

The culture of Connections Work is one that embraces a belief in others, exhibits commitment through excellence and is transformational. These core values are evident in how we act, how we work and what we believe. Employees, managers, supervisors, members of the Board of Directors, volunteers and interns are all encouraged to strive to adhere to this set of values.

**Training - Essential Functions:**

Reasonable accommodations may be made.

1. Assist Development Director and Community Outreach Coordinator with department operations.
2. Help maintain Holiday Gift Project family requests using an excel spreadsheet and perform phone outreach to families.
3. Utilize creative liberty in creation of marketing material for events using CANVA application.
4. Collaborate on event preparation and execution with Community Outreach Team.
5. Assist with social media outreach: interviewing clients and participants, photography and videography.
6. Support volunteer efforts as needed.
7. Working with Reception to learn front desk responsibilities including answering phones, delegating walk-in clients to case managers and greeting clients when the walk in the office.

**Special Requirements:**

1. Some internships may require the intern to possess and maintain a valid Driver’s License, have access to a vehicle and be willing to travel to and work within the Berks County community.
2. Some internships may require the intern to possess and maintain clearance authorization through the Berks County Jail System. Connections Work will process the clearance request.
3. Some internships may require supplemental trainings to be completed.
4. Interns must abide by applicable the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, and the relevant sections of the PADO and the PBPP Code of Conduct manuals.

**Additional Responsibilities:**

1. Take part in any related training opportunities as directed by management.
2. Keep professional relations at a high standard with Connections Work, Berks County Jail System (BCJS), the PA DOC, the PBPP, RMCTC, HFHBC and other service providers, criminal and juvenile justice system officials, volunteer mentors and related professionals.

**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

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**DEVELOPMENT INTERN 1-TS – Signature / Date**

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**DEVELOPMENT DIRECTOR – Signature / Date**

\_\_\_\_\_  
**PRINTED NAME**

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**PRINTED NAME**