

PART-TIME SUMMER YOUTH EMPLOYMENT TRAINING INTERN

Under the direct supervision of the Resource Development Coordinator, the Part-Time Summer Youth Employment Training Intern, an employee not eligible to be exempt, primary responsibility is to conduct municipal, corporate, business and clergy research, prepare printed flyers, and brochures for distribution and other materials for Housing and Bankruptcy workshops throughout the state, solicit key community leaders to partner with legal services programs to host workshops, work with statewide media outlets to promote events, travel to training site venue to assist with program details of events. Performs other related tasks as are mandated by the Resource Development Coordinator, Executive Director of Administration, Executive Director of State Initiatives and/or Regional Managing Attorney.

RESPONSIBILITIES

1. Create and develop flyers, brochures, and other materials to be distributed for Housing and Bankruptcy Workshops throughout the state.
2. When required, circuit-rides to outlying communities on a regular scheduled basis as coordinated by the Resource Development Coordinator.
3. Conduct municipal, corporate, business and clergy research when needed.
4. Solicits, communicates and establishes good working relationships with key community leaders to partner with legal services programs to promote and host workshops, as well as local client groups.

QUALIFICATIONS

1. Having or pursuing a degree from an accredited college or university in good academic standing, maintaining a GPA of 3.0 or higher.
2. Knowledgeable of business, English, spelling, composition and punctuation.
3. Knowledgeable of modern office practices, procedures and equipment.
4. Must be computer literate having a working knowledge of Microsoft Word and/or Microsoft Excel.
5. Ability to establish and maintain effective working relationships with employees and community leaders.
6. Ability to organize multiple assignments simultaneously as well as follow moderately complex and written instructions.
7. High level of competence and accuracy, with a minimum of supervision.
8. Must demonstrate competency in learning those skills necessary to perform effectively as a Part-Time Summer Employment Training Intern for Mississippi Center for Legal Services Corporation.

