



# PRINCESS FOUNDATION

**Job Summary:** We are seeking an energetic, responsible intern to join our growing non-profit organization. You will be working closely with our mentees (young women grades 8-12) on a bi-weekly basis (**Wednesday 6:30-8pm**), to conduct research, deliver lesson plans and work with the Executive board to move the organization forward. This is a remote position for the Spring 2021 semester.

**About:** The PRINCESS Foundation is a 501c3 non-profit organization based in New Jersey. Our mission is to be a viable source for young women of color to cultivate personal and professional development skills that will be transferable into adulthood.

Founded in 2011, the PRINCESS Foundation exists to be a mentoring and empowerment program which provides young African American women with a positive and supportive environment that will help them strive to be successful adults. Our organization offers beneficial workshops and resources for young minority women in middle and high schools throughout New Jersey. Our programming includes workshops and lesson on college preparation, self-esteem building, navigating healthy relationships, community service initiatives and scholarship.

## **Minimum qualifications:**

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18+ years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Dedicate 12-15 hours per hours week
- **Obtain and maintain fingerprint clearance before first day of employment (this fee will be refunded to you at the completion of your internship)**

## **Preferred qualifications (not mandatory):**

- Energetic and eager to tackle new projects and ideas
- Some weekends
- Public administration, criminal justice, education majors, non-profit management

## **Responsibilities:**

- Represent PRINCESS Foundation in the community; Communicate with school personnel, families, referral agencies and other organizations on behalf of the Mentoring program and as representative of the organization
- Ensure that program services are carried out, such as activities, follow-up support to mentees and life skills workshops
- Work with Executive Board and consultants to develop and implement ongoing program evaluation procedures.



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- Manage mentee evaluation data collection
- Assist in other programmatic functions as required, such as special events, to support the program
- Take a lead role in exploring community collaborations and developing supplemental support services for youth, including the lead in the Mentor Group
- Identify, evaluate, and propose solutions to program areas that need special attention
- Work collaboratively with a team to support the growth of high-school aged mentees and the overall program curriculum
- Coordinate mentoring services content for Princess website
- Participate in staff development opportunities and follow research in the mentor field
- Make weekly contact with Executive Board and mentees on progress of the program
- Develop an annual Program Plan that includes, but is not limited to, planned training workshops for mentees, community recruitment activities and support groups

## **How to Apply:**

- E-mail a copy of your resume, and a 500-word essay about yourself and why you want to intern with the Princess Foundation to [info@princessfoundationnj.org](mailto:info@princessfoundationnj.org)
- Interviews will be held the week of 1/11/21

***This is a volunteer opportunity provided by PRINCESS Foundation.***