



GROWING HOME

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SUMMER INTERNSHIP DESCRIPTION

DATES:

Mid/late May - Mid/late August, with opportunity to extend to October

DESCRIPTION:

Growing Home, Inc., a job training program for individuals with employment barriers, has been working in Englewood for the past decade. Growing Home is a Chicago-based nonprofit with a mission to operate, promote, and demonstrate the use of organic agriculture as a vehicle for job training, employment, and community development.

Our Employment Training Team is seeking an unpaid summer intern to assist our with our participants' job searches. The intern will work one-on-one or in small groups with participants, assisting them with updating resumes and finding and applying for job postings online. Additionally, the intern will assist Growing Home's Employment Training Manager with facilitating one lesson in the area of online applications and job search. Finally, the intern will assist our Case Management Coordinator with filing and administrative duties.

The Employment Training Intern will work at the Wood Street Urban Farm, 5814 S. Wood Street, and is supervised by the Employment Training Manager. To apply, submit an application to intern@growinghomeinc.org. Your application must consist of a cover letter and resume. The subject line of your application email should be "Employment Training Intern." Applications must be received by April 28, 2017 at 5:00 pm. Emails only; calls, in-person visits, and postal mail will not be accepted. Incomplete applications will not be accepted.

RESPONSIBILITIES:

1. Assist Employment Training team with our participants' independent job search (5 hours a week)

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- Work one-on-one with participants in our job training program to research and apply for jobs online
 - Assist participants with preparing quality applications, helping them attach resumes to emails and online forms, and checking for application errors
 - Help participants craft quality cover letters and resumes.
2. Assist Employment Training Manager in weekly computer lesson/resume building sessions (3 hours a week)
 - Work one-on-one with participants to assist them with completing basic computer skills assignments.
 - Work one-on-one with participants to help them learn basic Microsoft Word, Gmail, and Google Drive functions.
 - Work one-on-one with participants to assist them in updating resumes
 3. Assist Case Management Coordinator with filing and administrative duties (1 hour week)
 4. Weekly one-on-one conference with Employment Training Manager (1 hour a week)

Additionally, the intern will work closely with the Employment Training Manager to develop and facilitate one 2-hour lesson to our participants about some aspect of the independent job search (such as filling out complete applications, doing necessary employer research on the web, etc.) The intern will facilitate the lesson to a diverse group of our adult participants.

APPROXIMATE SCHEDULE (10 hours a week):

- Monday: 9am to 12pm, Computer skills session + Case Management administrative assistance
- Tuesday: 8am to 11am, Independent Job Search
- Wednesday: 8am to 11am, Independent Job Search
- An additional hour on Tuesday or Wednesday for weekly conference with Employment Training Manager

QUALIFICATIONS:

- Must be currently enrolled in an academic program for social work, sociology, psychology, workforce development, or related field
- Must have highly developed cultural-competency skills
- Ability to build trust with, and provide assistance to, a diverse group of adults with significant barriers to employment
- Ability to be a dynamic and flexible facilitator for a group of adults

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- Must have knowledge of Microsoft Word, Google Drive, Google Docs, Gmail, and Web research (able to open, edit, save, attach Word documents to emails and online applications and save them in Google Drive with no assistance)

**This internship will be unpaid, and there is no guarantee for employment after the conclusion of the internship.

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