



# GROWING HOME

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**SUMMER 2018**

## **JOB TRAINING PROGRAM INTERN DESCRIPTION**

### 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 that uses urban farming as a vehicle for job training for individuals with barriers to employment. Growing Home also uses its unique model to create greater food access within the Englewood community and to advocate around issues that touch the populations we serve, such as criminal justice reform.

Growing Home has a Summer Internship opportunity to assist our Employment Training team with administrative duties, including organizing and filing current participant files, assisting with data entry, and assisting with our program participants' independent job searches.

Assisting with administrative duties and data entry will include organizing current participant paper files as well as entering past participant data into our new online case management system. This will include viewing files, maintaining confidentiality about participant data, and accurately entering information into several fields on our new online Salesforce system.

Assisting with participants' independent job search will include working one-on-one or in small groups to support participants while they search online for job openings and fill out online applications. This might also include assisting participants with updating resumes and tweaking cover letters to fit a specific job posting. The intern will not be required to act as a "Case Manager" or "Job Coach" to help develop a participant's job goals, but rather will support the participant's job search plan that has already been developed between the participant and Growing Home staff.

5814 S. Wood Street, Chicago, IL 60636, 773.434.7144

[www.growinghomeinc.org](http://www.growinghomeinc.org)

The intern will work at the Wood Street Urban Farm, 5814 S. Wood Street and will work under the supervision of the Employment Training Manager. To apply, submit an application to the Employment Training Manager at [jwinger@growinghomeinc.org](mailto:jwinger@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 administrative duties, filing, and data entry
  - Assist with organizing and maintaining participant case management files
  - Work independently under staff supervision to enter participant data from old Excel and paper files into new online case management system
  - Maintain confidentiality of participant information under the terms of a signed confidentiality agreement
  - Enter all data accurately and double check for typos and errors
2. Assist Employment Training team with our participants' independent job search
  - 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 resumes and cover letters for specific positions
  - Help participants troubleshoot difficult online applications or minor computer questions

APPROXIMATE SCHEDULE (Minimum 10 hours a week):

Intern applicants are asked to commit to **at least** 10 hours of work per week. At least 2 of those hours must be assistance with independent job search during job search hours (see below). The schedule for the remaining 8 hours of work is flexible within Staff Admin hours (see below). If the intern desires, a work commitment may include more than 10 hours a week and be extended to October at the discretion of Employment Training Staff.

Job Search Hours

- Tuesday: 8:30 am to 10:30 am
- Wednesday: 8:30 am to 10:30am

Admin/Filing/Data Entry Hours

- Tuesday: 10:30am to 4pm
- Wednesday: 10:30am to 4pm
- Thursday: 9am to 4pm

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- Friday: 9am to 4pm
- Summer/late Spring start dates are flexible, but we ask for at least 10 weeks commitment

#### QUALIFICATIONS:

- Interest in social work, nonprofit work, sociology, psychology, workforce development, or related field (Being enrolled in a current academic program is welcome but not required.)
- 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
- 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**)
- Must be able to search for jobs on websites such as Indeed, Monster, Craigslist, etc. **with no assistance**
- Must have ability to enter data into online case management system while maintaining accuracy and confidentiality of participant information

\*\*This Internship opportunity will be unpaid, and there will be no offer of employment after the conclusion of the internship commitment. However, Growing Home staff will happily write letters of recommendation for Interns upon successful completion of the commitment. Additionally, if the intern is enrolled in an academic program, Growing Home will happily submit supporting documentation if the intern wishes to obtain academic credit for the internship. \*\*However, at this time, this internship is not recommended for Masters level Social Work students seeking credit for a field placement.

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