



CHARTER SCHOOL

YouthBuild Philadelphia Charter School  
1231 N. Broad St., 3<sup>rd</sup> Floor  
Philadelphia PA 19122  
(P) 215-627-8671  
(F) 215-763-5774

## Office Management & Human Resources Intern

Fall 2018

### YouthBuild Philadelphia Charter School

[Philadelphia, Pennsylvania](#)

**ORGANIZATION OVERVIEW** | YouthBuild Philadelphia Charter School is a 12<sup>th</sup>-Grade-only, diploma-granting program of academics and job training for young adults between the ages of 18 and 21 who have dropped out of high school. Most recently chartered in 2016, the School enrolls approximately 220 students each year. Students alternate between six-week sessions of academic instruction and vocational training. The vocational training consists of one of an array of programs, including building trades, business/customer service, early childhood education and healthcare. YBPCS is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for six consecutive years.

### Mission

Our mission is to provide out of school youth in Philadelphia with the broadest range of tools, supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

### Vision

YouthBuild Philadelphia's demonstrated and recognized success inspires more holistic and integrated approaches in educational and social programs nationally.

### Values

\* Excellence \* Perseverance \* Respect



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## Overview

The ideal intern should be an organized strong multi-tasker, who is self-motivated with great customer service skills. A strong candidate will have the ability to function in a fast-paced, dynamic environment.

The Operations Intern will learn about key business operations and its impacts on education, finance, and business decision-making. They will gain understanding of the functions, goals, and workings of the non-profit sector, including hands-on experience in an Operations and Human Resources. Depending on interest and ability, some students may be able to develop independent research projects that support our mission.

### Primary Responsibilities:

#### Office Management:

- Facilities maintenance including monitoring cleanliness and safety standards
- Assisting with year-end pack-up and school moves
- Fire safety planning including entry and exit procedures
- Monitoring school inventories
- Procurement of materials and supplies
- Maintain office files (hard-copy and electronic)
- File, mail, scan, copy, and email documents
- Maintain and update business office records and vendor files in accordance with the school retention guidelines
- Process incoming and outgoing mail
- Assists the Office Manager/HR Coordinator, Operations team members with other duties, as needed



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#### Human Resources:

- Responsible for the daily screening and tracking of YB's applicants, using the systems provided.
- Organize and maintain all assigned files up-to-date.
- Help coordinate and support the creation of monthly Professional Development trainings.

#### Qualifications:

- Currently enrolled in a 4 year degree program in Business Administration, Human Resources, Non-Profit Management, and/or a similar program with interest in Operations, Facilities Administration and/or Human Resources Management.
- Hungry to learn and gain practical experience.
- Proven success working with a team in a professional environment or at a college-level project/assignment.
- The selected candidate must be able to provide the hiring team with all background clearances and testing results required and provided at the time of the offer. All certifications and results should be sent prior to the stipulated start date in order to proceed.
- The selected intern will be reimbursed for all clearance and testing expenses required by the YouthBuild Philadelphia Charter School upon the start of the internship once all receipts are given to the HR Department and these have been processed accordingly.
- Excellent verbal and interpersonal communication skills and ability to interact with all levels of staff
- Advanced proficiency in Google Suite and Microsoft Excel is essential, intermediate knowledge of Word, and PowerPoint, highly recommended
- Strong analytical and critical thinking skills
- Excellent problem-solving skills and the ability to utilize multiple sources of information to determine a solution
- Self-motivated with the ability to apply and continually develop technical skills
- Ability to take initiative and accept ownership and responsibility for assigned projects
- Ability to establish priorities, coordinate work activities, multi-task, and meet deadlines in a dynamic work environment



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- Ability to work in fast-paced open environment with accuracy and attention to detail
- Ability to work well in a team and independently

#### Additional Details:

- The internship will be sponsored by the Operations Department and will be paid on a stipend basis.
- The stipend will be in the amount of \$1,500.
- Expected start date: August 27, 2018\*.
- Time frame: 12 weeks based on start date and academic calendar.
- Hours: Up to 20 hours per week with a flexible schedule. (Preferably M-F 4 hours per day. i.e. 8:30-12:30pm).

How to Apply: Please submit a cover letter and resume via email to Annette Ortiz-Molina at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with the words "Office & HR Intern" in the subject line.

*This job description does not imply that these are the only tasks to be performed by the selected intern. Additional duties might be requested by the supervisory team.*

*All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.*

*\*Note that the start date will depend on the effective and timely submission of all required documentation as well as all compliance with the school's policies and hiring procedures.*



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