



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

## Job Title: Student Recruitment and Documentation Intern

Part-Time: 20 hours a week/Start and End Dates: May 13 - September 13

Reports To: Program Operations Coordinator

Supervisory Responsibilities: No

### YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

#### Organization Overview:

Every year, thousands of young people in Philadelphia drop out of school. This decades-long dropout crisis impacts individual lives by sustaining the cycle of underemployment and poverty, and threatens Philadelphia's ability to thrive.

YouthBuild Philly was founded in 1992 to give high school dropouts a second chance and the opportunity to build a brighter future for themselves and their community. Our innovative program offers young at-risk adults a high school diploma, valuable job skills, and the opportunity to learn and grow in a community-oriented, supportive environment. We prepare our students for further educational attainment and meaningful careers as they become leaders and contributing members in a stronger Philadelphia.

#### Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

#### Vision

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

*An Equal Opportunity Employer*  
[www.youthbuildphilly.org](http://www.youthbuildphilly.org)



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## Values

\* Excellence \* Perseverance \* Respect

**Job Summary:** YouthBuild Philadelphia Charter School is looking for a dedicated, organized, and detail-oriented intern for the summer of 2019. This intern will have the opportunity to recruit out-of-school youth to re-engage with our school community. This internship will require a minimum of 20 hours each week.

## Responsibilities and Duties:

- Working one-on-one with potential YouthBuild applicants, assisting them in obtaining documents, such as birth certificates, social security cards, state identification cards, etc.
- Create reports to update YouthBuild staff on recruitment
- Maintain and update applicant database
- Develop communication strategies
- Following up with applicants through mailings, text messages, and phone calls
- Support events like resource fairs and YouthBuild information sessions

## Qualifications:

- Applicants must be current undergraduate, recently graduated undergraduate, or graduate students
- All majors are encouraged to apply; Marketing/Advertising, Social Services, Human Resources Preferred
- No experience in client service is necessary but interns must be willing to be resourceful, committed and dedicated to the success of the individuals they work alongside
- Proficiency in Spanish or another language is a plus.



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## Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices

## Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with subject line "Recruitment and Documentation Intern."

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

*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.*