



## Community Resource Intern

At The Crossroads (ATC) reaches out to homeless youth and young adults at their point of need, and works with them to build healthy and fulfilling lives. We remove common barriers to service by bringing our counselors onto the streets, and shaping our support services around the needs of each individual client. Our goal is to help our clients build outstanding lives, not just lives of subsistence.

### **Position**

We are currently looking for interns to add to our Community Resource team. Interns will work closely with the Community Resource Organizer (CRO), Community Resource Coordinator (CRC), other interns, and Direct Service Staff members to complete the duties and responsibilities associated with their position. This is an exciting opportunity to develop a wide range of professional skills, to learn about the service landscape in San Francisco, and to make a real impact on the lives of homeless youth.

### **Responsibilities**

- Research the internet for service providers that can provide resources to ATC clients
- Cold-call and/or email organizations/programs for the most up to date information on their services
- Manage ATC's internal resource information database including inputting up to date information on new service providers & updating information on service providers presently found in the database
- Inform Outreach Counselors of new resources
- Support Outreach Counselors in finding the most appropriate resource information according to a client's specific request
- Make site visits to community service providers to increase ATC's knowledge of a service or program
- Promote new resource information in a creative way (fliers, info sheets, palm cards, etc.)
- Schedule site visits for Outreach Counselors and other Direct Service Staff (as needed)
- Identify relevant community meetings happening in San Francisco, whose focus is issues pertaining to homeless youth
- Support fellow interns with their projects (as needed)

### **Professional Development Opportunities**

- ATC will provide the opportunity to learn, develop skills, and gain experience, in the following competencies:
  - Research and data input
  - Collaboration with community organizations and resources
  - Professional communication and development
  - Non-profits and supportive services for underserved communities

## Internship Description



### Skills

- Highly organized and detail oriented
- Can work independently or with a team
- Good verbal and written communication skills
- Strong computer skills with experience working with Macs
- Interest in working with non-profit that focuses on homeless youth

### Time Commitment

8-10 hours/week; 4-6 month commitment, with opportunity for extended months

*\*This is a non-paid position, but we will work with you/your university to gain class credit, work study hours, and networking opportunities with other non-profit organizations in the Bay area\**

### Interested?

To apply, email Corey Brown at [coreyb@atthecrossroads.org](mailto:coreyb@atthecrossroads.org) with the following information:

- Resume
- Cover letter stating your interest in the position

To learn more about At The Crossroads, visit our website at [www.atthecrossroads.org](http://www.atthecrossroads.org)