



Youth Empowerment Intern Job Description

POSITION OVERVIEW:

Do you like working with youth and want to make a difference in their lives? Join our growing and creative team as we work together to help youth in grades 4-12 unlock their entrepreneurial gifts and use them to make the world a better place for themselves and others. The Youth Empowerment Intern works as part of a team to lead lessons, activities, and games to support youth in creating and testing their own business ideas grounded in social good.

PRIMARY RESPONSIBILITIES:

- Work as part of a team to plan and deliver engaging lessons, activities and games that assist youth in developing and launching their business ideas (Training Provided).
- Assist with arranging workshops, programs, activities, field trips and guest speakers to support and enhance programs offerings.
- Assist in designing and implementing program completion events.
- Assist with daily preparation of materials and set-up.
- Assist with developing comprehensive program reports on all assigned programs.
- Assist with designing and implementing program completion events.
- Attend all major youth program events and the organization's annual fundraising event.
- Attend and fully participate in all mandatory staff curriculum trainings.
- Read and stay abreast of social issues and current issues of importance to youth.
- Perform other duties as assigned.

QUALIFICATIONS:

- 1+ years of coursework and/or work experience in education, youth work, business, entrepreneurship, or a related field
- Passion for working with youth.
- Appreciation of diversity and values working with families and youth from many different cultural, ethnic, and economic backgrounds
- High proficiency with Microsoft Office Suite with a strong aptitude for technology
- Excellent verbal and written communication skills
- Self-starter with excellent problem-solving skills
- Ability to learn quickly and apply knowledge
- Strong interpersonal skills with ability to work as part of a team, including leadership qualities
- Self-starter with excellent problem-solving skills and/or interest in social, environmental, and/or cultural issues
- Perform other duties as assigned

SCHEDULE:

Part Time – 10 to 25 hrs per week during the school year based on your availability; flexible scheduling, some Saturdays and/or after school hours. Potential for extended, part-time position during the school year and full time during the summer.

COMPENSATION:

Hourly rate of \$16.00.

APPLICATION PROCESS:

To apply, please email your resume and a thoughtful cover letter to info@CEOsOfTomorrow.org. Questions may also be sent via email.

Learn more about CEOs of Tomorrow, which based in Madison, Wisconsin, at CEOsOfTomorrow.org.