

Office of Leadership Investment
Ad-Hoc Department Intern Request Form

Print Form

To request interns throughout the academic year
Request will be posted to the Experience Philadelphia website

Department : Youth Commission

Contact Person: De'Ara Balenger

Email Address: De'Ara.Balenger@phila.gov

Phone Number: 215-686-2159

Fax Number:

Applicant Education Level: High School College Graduate School Other

Beginning Date: May 2009

End Date: August 2009

Hours per Week: 10-15

Paid Unpaid Willing to accommodate Work Study or School Credit

***If paid, please list wage or
any comments:***

Job Description:

Assist Youth Commission staff with administrative duties including but not limited to; answering telephones, making copies, greeting office visitors, preparing materials and media packets, etc.
Updating the Youth Commission website frequently
Attend community events, hearings, and meetings pertaining to Philadelphia youth issues (i.e. youth violence, education, health)
Prepare materials for monthly Youth Commission meetings and researching issues affecting young people
Monitor Philadelphia youth related issues and communicate them to Youth Commissioners
Representing Youth Commission staff at community events, meetings, and hearings if necessary
Assisting Youth Commissioners and staff in the planning and preparation of events, exhibits, activities, and with preparing testimony for City Council hearings

Qualifications:

Must be a Philadelphia resident
Excellent written and verbal communication skills
Experience working with youth (ages 12-23)
Experience with youth organizations, community organizations, and/or government agencies

Submission Requirements: Cover Letter Resume Recommendation Transcript

Can potential applicants contact you with questions? Yes No

How should potential applicants apply? Email Mail Fax

About the Philadelphia Youth Commission:

The overall purpose of the Youth Commission is to give a voice to the Philadelphia's youth in advising key leadership in the city about policies, programs and actions that affect youth. Through this work, the Commission will be influential in ensuring that decisions that affect young people have been carefully considered and incorporate their concerns and perspectives. The Commission will work to bridge the gap between adults and youth, fostering a greater sense of unity, communication and partnership throughout the city.

Responsibilities:

- Assist Youth Commission staff with administrative duties including but not limited to; answering telephones, making copies, greeting office visitors, preparing materials and media packets, etc.
- Updating the Youth Commission website frequently
- Attend community events, hearings, and meetings pertaining to Philadelphia youth issues (i.e. youth violence, education, health)
- Prepare materials for monthly Youth Commission meetings and researching issues affecting young people
- Monitor Philadelphia youth related issues and communicate them to Youth Commissioners
- Representing Youth Commission staff at community events, meetings, and hearings if necessary
- Assisting Youth Commissioners and staff in the planning and preparation of events, exhibits, activities, and with preparing testimony for City Council hearings

Preferred Qualifications/Experience:

- Must be a Philadelphia resident
- Excellent written and verbal communication skills
- Experience working with youth (ages 12-23)
- Experience with youth organizations, community organizations, and/or government agencies
- Self motivated, outgoing, organized, detail oriented, and skill with time management
- Willingness to work evenings and/or weekends if necessary
- Website design/computer skills (Microsoft Word, Microsoft Publisher, HTML, etc.)

Compensation/Internship Duration:

This internship is unpaid, but academic/community service credit will be provided. Interns must commit to working at least 10-15 hours per week from May 2009 to August 2009 (exact dates will be flexible).