

## **Youth Program Internship**

Founded in 1998, Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure and improving outcomes for people impacted by FASD. We use a systems approach to build alliances with partners in the education, research, legal/judicial, healthcare, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness and an FASD-informed future. Join us in this meaningful work!

TITLE: Youth Program Intern

WORK STATUS: Part-time

LOCATION: St. Paul/ Twin Cities

SALARY: \$18 per hour

September 2023- June 2024 10-15 hours per week (variable schedule, some weekends)

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Assist in planning and facilitation of support group for teens, with opportunities to co-lead group activities
- Assist in the coordination of social and recreational activities for youth and young adults impacted by fetal alcohol spectrum disorders (FASD)
- Build rapport with youth and provide supervision during in-person activities
- Provide resource navigation of community and county services for youth and families
- Assist in community outreach to recruit and retain program participants
- Build relationships with other community-based agencies to develop new partnerships
- Participate in required training and orientation as directed
- Other duties as assigned

### **EXPERIENCE:**

- Personal or professional experience working with individuals with FASD or intellectual disabilities
- Have experience working with youth and developing youth oriented programs
- Have good written and verbal communication skills in both face-to-face and online settings
- Proven ability to work within established systems and take direction

**HOW TO APPLY:** Please email ALL the following information to **humanresources@proofalliance.org**. Applications received by July 31, 2023, will receive priority. Candidates with incomplete packages may not be considered. Use subject line, "Youth Program Internship."

1. Your resume
2. Your cover letter telling us: • Why you are interested in this position. • How you believe you meet the qualifications