

Job Description

Job Title: Youth Intern

Reports to: Maine Youth Action Network (MYAN) Training & Project Coordinator

Objective:

To participate in the design, implementation and evaluation of MYAN projects and activities. To act as a youth representative and liaison to youth and their leadership groups in the MYAN network. To act as part of a team of professionals supporting these programs and furthering MYAN goals.

Responsibilities:

1. Promote MYAN and its goals in all work.
2. Serve as a youth liaison to youth in the MYAN Network.
3. Work as part of the staff team on a core project. Possible tasks may include, but are not limited to: researching and developing resource materials, training curriculum development, fundraising, or contributing to MYAN publications and the MYAN website.
4. Work collaboratively with other MYAN staff positions on other projects as applicable.
5. Participate in Conference and Summit planning and attend the events. Attend other events when needed.
6. Work collaboratively with MYAN partner organizations on related projects and tasks as applicable.
7. Participate in efforts to evaluate MYAN activities.

Expectations:

1. Work 6 hours per week over a minimum of 2 days per week, during standard work hours of 8am-6pm Monday-Friday during September to June. Occasionally work night or weekend hours as needed.
2. Attend one staff meetings or retreat per month.
3. Participate in supervision support at least bi-monthly.

Qualifications:

Minimum: Young person, 16-18 years of age. Critical thinking and good analytical skill and/or experience and leadership in a peer program desired. Computer and Internet proficiency and good communication skills, including comfort with phone & email. Desire to gain valuable work experience and enhance leadership skills.

Desirable: Web savvy individual with the ability to communicate clearly, both orally and in written word. Sensitivity to and familiarity with issues concerning diverse populations.

Benefits: \$1,000 stipend, leadership and skill development, resume and portfolio development with project staff, and Statewide Peer Leadership Conference registration.