



## **HomeWorks Trenton Programming Intern**

### HomeWorks Overview:

HomeWorks Trenton is a 501(c)(3) non-profit organization in Trenton, New Jersey. We provide a free, after-school residential program for marginalized high school girls. From Sunday to Friday, scholars live in our dorm, attend public school and participate in enrichment activities. HomeWorks inspires and equips young women from marginalized communities to achieve their potential and positively transform the world around them by providing a supportive and educational residential environment.

### Position Description:

Under the supervision of the HomeWorks Trenton Development and Program Manager and the HomeWorks Program Assistants, the Programming Intern will help to create programming schedules for the upcoming HomeWorks 2022-2023 Full Year Program. They will plan workshops and field trips that center around HomeWorks' four pillars: academics, women empowerment, civic engagement, and life skills. Additionally, they will work with the House Team to recruit the 2022-2023 HomeWorks scholars. They will take part in interviews, finalize recruitment procedures, reach out to local schools and community partners to receive nominations, and personally call interested applicants to tell them about HomeWorks. All duties can be performed remotely. Interns must be committed to the mission of HomeWorks and respectful of the community it serves.

### Responsibilities:

- Assist in organizing HomeWorks programming curriculum, which includes after school tutoring, academic and social-emotional workshops for scholars, and field trips.
- Reach out to community partners and HomeWorks volunteers to plan scheduled programming.
- Create workshops for HomeWorks scholars based on the four pillars.
- Work with the House and Admin team to recruit the 2022-2023 scholars by participating in interviews and calling interested scholars.
- Help plan the summer orientation for the 2022-2023 scholars.
- Work with the HomeWorks administrative and house team to prepare for the 2022-2023 Full Year Program.

### Required Training:

- HomeWorks Intern Orientation

Desired Qualities:

- Participation in previous HomeWorks programs
- Experience with leadership in the HomeWorks programs (experience with youth in marginalized communities preferred)
- Trustworthy, professional, and reliable
- Excellent communication skills
- Passionate about building up young women in Trenton

Hours of Dedication:

- For 12 weeks in the spring, the Programming Intern is expected to work between 8-12 hours/week remotely.

Terms of Compensation:

This is an unpaid position. There is opportunity for school credit if allowed by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

Equal Opportunity Employer Policy:

HomeWorks is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.