



## JOB DESCRIPTION

<b>Job title:</b>	Community Services Intern
<b>Location:</b>	Horizon Administration Office (North Olmsted)- Local Travel Required
<b>Department:</b>	Community Services; Reports to Director of Community Services
<b>Terms:</b>	Part time- 20 hours per week
<b>Salary/rate:</b>	\$12 per hour for undergraduate student; \$14 for graduate student
<b>Requirements:</b>	Must be 18 years old and have a High School Diploma;

**About the role:** Horizon Education Centers (HEC) has been providing quality early care and education programming since 1978. HEC currently operates 13 child care centers in Lorain and Cuyahoga counties, as well as a number of after school programs located in the schools. The Community Services Department is a division of HEC that operates an AmeriCorps program, A Comprehensive Literacy program, and two community collaboratives powered by the United Way: Ready, Set, Go... to Kindergarten (RSG) and South Side Pride (SSP).

**Responsibilities:** Will primarily be involved with the work of the RSG and SSP Collaboratives.

**Duties:**

- Monitors and posts on blogs, social media for the collaboratives.
- Assists with outreach and promotion through social media and attendance at community events
- Creates flyers as needed for programs and events.
- Participates and takes minutes at monthly Steering Committee meetings for SSP and RSG.
- Create monthly newsletter for the RSG collaborative.
- Promotes, plans and delivers monthly playgroups for children ages 2-5.
- Plans, assembles and delivers monthly kinder kits.
- Participates in monthly food pantry distributions from April through September
- Ensures that the Pioneer Freedge is stocked and cleaned at least weekly. Facilitates and/or delivers food from local partners.

**Candidate requirements:**

- Ability to utilize basic Microsoft Office computer applications and social media
- Willingness to travel between Lorain and Cuyahoga Counties; must have reliable transportation
- Knowledge of child development and planning age appropriate activities

## **Contact us to apply**

Ideal opportunity for undergraduate or graduate student in Social Work, Communications, Education or related field to gain practical experience. The position also offers some flexibility to accommodate school schedules.

Summer Internship will run from June 1, 2023- August 11, 2023

Contact: Julie Piazza-King- Director of Community Services at [jpiazza-king@horizonohio.org](mailto:jpiazza-king@horizonohio.org).