



Big Brothers Big Sisters of the Ozarks

Job Title: Mentoring Program Intern

Job Summary: The program intern assists professional case management staff with volunteer and child enrollment, program events, data entry, and other special projects for the Community Based Mentoring and Lunch Buddy Programs. This is an excellent opportunity to gain valuable experience in the nonprofit field working with children, families, and volunteers.

Qualifications:

- Must be comfortable working with diverse populations including at-risk youth and low income families
- Experience with Excel, Microsoft Word, Outlook, and basic computer skills
- Must have strong interpersonal, customer service, and phone skills.

Details of Internship:

- Internship dates- Flexible based on student's schedule
- 10-15 hrs/week **minimum** (during office hours 8:00 a.m. – 5:00 p.m.)- flexible
- This is an unpaid internship, however there is potential to earn course credit.
- Intern will be reimbursed for mileage.

How to Apply:

Send a resume to kharbin@bigbro.com or call Kim Harbin at 889-9136 for more information.