



Program Assistant Internship

Our Mission

Mentoring USA's mission is to provide high-quality, one-to-one mentors for at-risk youth: children in foster care, children who have been homeless, children who have recently immigrated to this country, and youth who have experienced family trauma. Mentoring USA's goal is to anchor these children in the form of early, consistent, frequent and supported attention by trained adult mentors. The presence of caring adult mentor increases self-esteem, improves academic performance and attendance, improves relationships with peers and adults, and prevents school drop-out.

Position Summary

Mentoring USA interns are responsible for assisting Program Managers with all aspects of mentoring program administration and management.

Duties and Responsibilities

- Trainings
 - Assist in the development and maintenance of all training materials
 - Prepare for training sessions by compiling sign-in sheets, binder materials, and RSVP list
- Program support
 - Research and contribute to monthly MUSA newsletter
 - Assist program managers with activity planning and resources
 - Supplement our Mentoring Resource Library
- Office support
 - Photocopying, sorting, and filing of program records and development contacts
 - Provide assistance as needed for special projects
 - Other duties as assigned by supervisor

Additional Qualifications:

The ideal candidate must have an interest in the non-profit sector, community service and youth development. The intern should have outstanding communication and organizational skills. The candidate must be familiar with New York City and have experience working with diverse populations. Knowledge of Microsoft Word and Excel is necessary. This position is ideal for students looking to fulfill credit hours or gain experience in program administration. Flexibility in schedule is a must. Minimum time commitment is 12-15 hours a week for an academic year.

How to Apply:

Please send cover letter and resume to:

Sarah Goff
Recruitment Manager
Mentoring USA
musa@mentoringusa.org
Fax: 212-400-8278

