

POSITION TITLE: Youth Opportunities Program Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Housing and Human Services

SUMMARY

Are you interested in learning about youth-oriented programs that the City of Boulder provides? Are you interested in partner work with UNICEF-USA? Join the Youth Opportunities Program in developing and executing the next wave of events and support for the Boulder youth community. This position involves event planning, data analysis/organization, and partnering with local agencies to further a relationship with UNICEF-USA

This temporary position with the City of Boulder is part of the Housing and Human Services 2023 Youth Internship Program. This six-week (or 120 hours) internship, sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

Pay for this position is \$20/hour

DUTIES AND RESPONSIBILITIES:

- Support the Youth Opportunities Program (YOP) in the developing youth targeted programs and events
- Compile and organize directory of youth related organizations within city of Boulder
- Support Growing Up Boulder, a non-profit organization, implement UNICEF USA's Child Friendly Cities Initiative (CFCI)
 - Create educational materials surrounding child rights and CFCI
 - Execute communication plan for youth demographic consisting of social media, press, and
 - Review data and produce educational materials
- Help prepare and execute Youth Opportunities City Internships professional development sessions
- Learn or participate in other department areas to understand the broader department scope
- Represent perspectives of youth in project meetings and activities
- Assist in reviewing and organizing YOP data

MINIMUM REQUIREMENTS:

- High school junior by June 2023 Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
- Familiarity and comfort using Microsoft Office Products, including Office 365, Excel and Word

PERSONAL QUALITIES & CHARACTERISTICS

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details
- Good verbal, written and graphic communication skills.
- Strong organizational, prioritization and time management skills.

- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.