



## **Program Intern** (part-time, non-paid)

**Mission:** The Pebble Tossers mission is to engage and equip youth to lead through service.

### **Inclusion and Teamwork:**

Pebble Tossers is a small nonprofit with one full-time employee, several independent contractors and a board of directors, so interns are not just observers in our organization; they are an integral part of everything we do.

### **Supervisor Accessibility:**

Interns work directly with the Executive Director and/or Program Manager. Whether through email or in person, the senior team is available to clarify questions necessary to complete a project. The Executive Director hosts staff meetings once a week to bring the team together to discuss weekly goals and accomplishments.

**Hours expected:** 15 to 20 hours a week. Internships will be mainly virtual, however there will be opportunity to meet in-person and assist with in-person service project and special events as planned.

### **Responsibilities:**

Work with Program Manager on Youth Development Programming and Community Service Projects (CSP):

- Assist with program development and implementation for the Teen Leadership Program;
- Research innovative youth development programming related to social and emotional learning and Positive Youth Development principals;
- Review outcomes for past projects and analyze areas for improvement;
- Work with Program Manager to organize, coordinate, and implement service projects;
- Contact nonprofit member profiles for updates and changes to their profiles;
- Assist with upcoming Special Events;
- Organize Pebble Tossers participation in local community events, festivals, and Global Youth Service Day;
- Work with marketing team (or Social Media intern) to create social media communications related to program features and events;
- Support other organizational activities as needed.

### **Qualifications**

- College or College Graduate student and beyond;
- Excellent oral and written communication skills;
- Personal qualities of initiative, organization, reliability, flexibility, curiosity, energy and collaboration;
- Ability to work with a range of people and show sensitivity to individual differences;
- Prefer challenges that involve communication, are people-oriented, promote networking and socializing, and include roles that call for imagination;
- Commitment to the mission of youth development;
- Availability to work an occasional evening and weekend as needed.

Please email resume, writing sample and cover letter to Jennifer Guynn - [jguynn@pebbletossers.org](mailto:jguynn@pebbletossers.org)  
[www.pebbletossers.org](http://www.pebbletossers.org)