



Urban League of Broward County

Summer Internship Program

Job Description

Title: Service Integration Intern

Classification: Internship (Unpaid)

Status: Temporary (June-August 2025)

Supervisor: As Assigned

Revision Date: April 2025

Summer Internship Program Description:

Urban League of Broward County's Summer Internship Program (SIP) is a 10-week immersive unpaid internship program placing undergraduate and graduate students in placements working alongside program and administrative staff throughout the organization. The SIP will host a minimum of 2 students.

Interns will have the opportunity to work on a variety of projects that advance their department's work to better serve underserved communities. In addition, interns will have several professional development opportunities throughout the summer. These include Senior Management Brown Bag Discussions and networking with the Young Professionals Network.

Essential Functions and Job Responsibilities

The LYNX Service Integration Model is a holistic model approach to a comprehensive system of care within case management. In this model, the client is assigned a LYNX Navigator that serves as their case manager throughout the process of service delivery through program offerings available to meet the needs of the client. LYNX clients are recipients of ULBC and external services from community partners and other agencies. The goal is to improve the economic resiliency of the client and their household by tailoring the services specifically through case staffing to become self-sufficient. The LYNX Navigators work across multiple networks while being the bridge of support for the client throughout the entire process. The LYNX Navigators serve as a resource and guide to the client so that any barriers to resources are reduced and/or eliminated. Clients are encouraged to contact their LYNX Navigator when any challenges arise to minimize the risk of not accomplishing their goal by their expected timeframe. This model is designed to create resiliency and develop confidence in individuals. This model provides the client with encouragement, problem solving strategies and coaching communication fundamentals to reach success. Clients may arrive with a deficit lens but with this model structure, they leave with an asset building lens that is solution oriented and customized to their livelihood.

- Complete client assessments over the phone
- Complete LYNX surveys over the phone
- Participate and contribute to LYNX team meetings
- Attend relevant community partnership meetings
- Provide administrative support such as scheduling intakes, filing documents & the management of discharged charts
- Assist the community outreach efforts of the LYNX team
- Assist in the coordination of LYNX specific programs and activities
- Assist in the data compilation of current and past LYNX clients
- Assist the SIQA DM & LYNX staff as needed

Work Environment

This job operates in a professional office environment, off-site venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit use hands, handle or feel, reach with hands and arms stoop, kneel, crouch, or crawl, and talk or hear.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision.

Position Type and Expected Hours of Work

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Job Specifications and Requirements

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework and/or interest in youth development, education or social work preferred.
- Must be comfortable interacting with youth and can establish appropriate rapport.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

Other

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

Application Process

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to hiring@ulbcfl.org. Applications will be accepted on a rolling basis through June 1, 2025.