

# Urban League of Broward County

## Summer Internship Program

### Job Description

**Title:** Center for Working Families Program Intern

**Classification:** Intern (Unpaid)

**Status:** Temporary (June-August 2025)

**Department:** Center for Working Families

**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. In its first year, the SIP will host up to 12 students.

Interns will have the opportunity to work on a variety of projects that advance their department's work to better serve disenfranchised 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**

This position will work with clients to assist in working towards financial stability and self-sufficiency. The intern will gain experience in the processes of intakes, assessments, case management and coaching. The Center for Working Families model is a nationally recognized model and utilizes coaching models that are valuable for future social work positions.

- Work alongside staff to provide one-on-one coaching for participants.
- Assist participants with goal setting, budgeting, credit building/rebuilding, debt repayment, savings, utilization for quality financial services, and asset development.
- Monitor participant progress toward financial goals. Follow up with participants on referrals to other financial service professionals when applicable. Develop and conduct financial education classes and oversee participant performance at onsite financial education classes.
- Research other resources and services needed to assist participants to achieve their financial goal. Identify, cultivate, and maintain relationship with key community partners.
- Provide administrative support, including follow-up with participants, maintaining files and database for participants.
- Provide support, as needed, to other programs including cross-training in other program areas.
- Other duties as determined by the Supervisor.

#### **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 computer, phones, photocopiers, 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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and walk.

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, peripheral vision, depth perception and ability to adjust focus.

**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.
- Major/Coursework in social work (BSW) preferred. Knowledge of financial literacy is helpful.
- 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.

**Compensation**

- This is an unpaid internship.
- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

**Application Process**

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