Intern  Dress for Success - Austin, TX

Going Places Network Pre-employment Educational Program

The mission of Dress for Success Austin is to promote the economic independence of disadvantaged women by providing professional attire, a network of support and career development tools to help women thrive in work and in life.

The main purpose of the Going Places Network (GPN) program is to help unemployed women transition into full or part-time jobs while also teaching them work place etiquette and how to thrive in a professional working environment.

If you are interested in learning more about nonprofit operations and programs such as Dress for Success Austin, then this is an opportunity for you.

The Role of the Going Places Network Intern includes:

• Support the Going Places Network Coordinator to organize and facilitate the program prior to, during and after each session and throughout the cohort of classes.
• Assist with preparation of each class session including arranging the room for the most conducive learning environment
• Assist clients during the classes by being present to answer questions, help with the computers and other duties as assigned. (Note: each student works at an individual computer while in the classroom)
• After each class session, input demographic into a database
• Keep track of each client's file to insure all required paperwork is complete and accurate
• As needed and requested by GPN Coordinator, communicate with various entities in the community to assist with arranging speakers, mentors, supplies, educational materials as needed
• As the close of each cohort of classes, assist the GPN Coordinator with reports
• Be available to assist with other Dress for Success Austin programs as needed

Qualifications/Skills

• Some experience in nonprofit operations either as a staff or volunteer (preferred but not necessary)
• Excellent Microsoft Office skills and doing research on the internet
• Clear and effective written, oral and interpersonal communication skills
• Organized and methodical
• Demonstrate energetic participation
• Strong time management

We value our interns and go the extra mile to make sure that you receive a learning experience that fits your goals. We are looking for an intern to commit up to 15 hours a week. We have ongoing programs so we are looking for different people that can work on different sessions. This internship is a non-paid position.

Submit your resume and cover to austingpn@dressforsuccess.org You will be contacted if your qualifications meet our criteria.