



2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Economic Support

LOCATION/ADDRESS: 2640 West Point Road

POSITION: Intake Coordinator- Assistant

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Delia Smith

TITLE: Community Economic Support Director

EMAIL: dsmith1@oneidanation.org

PHONE: 920-490-3770

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3RD, 2018**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER).

(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

1. Assist with TANF and other program initiatives 50%
2. Assist in variety of administrative duties as assigned. 20 %
3. Performs effective recordkeeping and internal reporting tasks 10%
4. Assist with scheduling meetings and activities. 5%
5. Participate in a continuous, effective and efficient flow of information 5%
6. Attend create agendas and recording minutes of staff meetings 1%
7. Assist in incorporate the Oneida Language and Culture. 2%
8. Assist with filing, sorting, scanning and organization of client files. 7%

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

1. College Major/ Minor: Social Sciences, Social Work, Human Services, Administrative Assistant
2. Knowledge of Oneida beliefs, practices, family dynamics, history and culture
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
4. Ability to engage in mutually respectful partnerships with families
5. Strong organization skills and self-motivated.
6. Skill in problem solving, human relations, and time management.
7. Skills in public speaking.
8. Skill in operating various programs in a Windows environment.
9. Ability to write clear and concise reports and letters.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
12. Experience with project management and or outreach events.