



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Social Services Administration

LOCATION/ADDRESS: 2640 West Point Road, Green Bay, WI 54313

SALARY PREDETERMINED:

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

NAME: Claudia Skenandore
TITLE: Social Services Executive Assistant
EMAIL: cskenan2@oneidanation.org
PHONE: 920-490-3713

DATES OF EMPLOYMENT: **June 10th to August 2nd**

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):

- 40% Assist with Head Start/Early Head Start Restructuring project
- 25% Assist in annual budget development for Social Services areas
- 15% Create, manage and monitor a special event for community healing sponsored by Social Services
- 10% Assist in providing support services to the Area Manager and other departments within Social Services
- 10% Conduct research to assist in resolving operational questions, make recommendations to enhance efficiency
- 10% Assist in getting all documents into a Child Plus database, organize and train staff to use.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- ability to effectively develop, manage and monitor special events
- ability to be sensitive to community issues and concerns
- ability to communicate effectively and efficiently both verbally and in writing
- Major in Education, Communication, Marketing, Organizational Development, Business, Public Administration, Social Services or something comparable