



**POSITION TITLE:** Intern - Bridge Builders<sup>®</sup> CHANGE Support and Adviser

**REPORTS TO:** Bridge Builders<sup>®</sup> CHANGE Coordinator

**POSITION DESCRIPTION:** This is an unpaid internship for the following purpose: The Bridge Builders CHANGE Support and Adviser - Intern will assist Bridge Builders program staff in guiding and supporting a cohort of 6-10 high school student leaders in the design and implementation of a one-year, issue-based youth campaign.  
This is an unpaid internship.

**INTERNSHIP HOURS AND REQUIREMENTS:** The intern will be required to attend a five-day team retreat in July 2015 and serve a minimum of 8-10 hours per week from August 2015 – May 2016. This is an unpaid internship, however, it may be eligible for academic credit (please contact your faculty advisor or university adviser). Position starts with an unpaid, required five-day Social Change Leadership retreat July 25 – 29 followed by twice-weekly meetings during the school year.  
Position may be eligible for academic credit.

**HOW TO APPLY:** Complete the online application at [www.bridgesusa.org/internships](http://www.bridgesusa.org/internships) by June 1, 2015. Resume and cover letter are required. In the online application please indicate the issue-based youth campaign that you would be most interested in supporting - educational justice, gender and sexuality equality, youth voice in decision making, and sexual harassment and bullying. We will be matching Advisors will campaign issues that they are passionate about.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Attend two Bridge Builders CHANGE meetings each week, working collaboratively with BRIDGES staff to facilitate meetings (meetings held Saturday from 9am-2pm and Tuesday/Thursday from 4pm-7pm).
2. Provide support and guidance to Youth Interns through the design and implementation of an issue-based campaign to include research, youth and community organizing, facilitating and meeting planning; assist BRIDGES staff in training Youth Interns in community organizing strategies and techniques.
3. Serve as a mentor to Youth Interns to help them meet their individual goals; maintain proper boundaries while doing so.
4. Provide Youth Interns feedback through observation and evaluation; monitor Youth Intern attendance and participation; provide follow-up as necessary.
5. Assist with planning and set-up for Bridge Builders CHANGE meetings and events.
6. Participate in BRIDGES trainings and events for college students and serve as an ambassador for BRIDGES on campus.
7. Other reasonable duties as assigned by the Bridge Builders<sup>®</sup> Change Coordinator and/or the Vice President of Bridge Builders<sup>®</sup>.

### **ESSENTIAL QUALIFICATIONS AND REQUIREMENTS:**

1. One year of college or the equivalent in experience in the various BRIDGES programs required; must attend the CHANGE Leadership retreat; must be available to work the stated CHANGE meetings.
2. Familiarity with and commitment to BRIDGES and its mission/values, as well as to the mission/values of Bridge Builders; exhibit professionalism at all times; maintain proper boundaries with CHANGE Interns at all times.
3. Possess a genuine interest, knowledge and passion for working with a diverse population of adolescent youth so that their unique assets are recognized and developed. Value diversity and seek out opportunities to interact and learn in diverse settings; ability to work in a diverse team.
4. Experience in programs with an experiential/adventure education core where participants' knowledge and experiences are honored and strengthened through shared experiences is desired and is a plus.
5. Need to possess high-energy, enthusiasm and strong initiative.
6. Good communication skills verbal and written; exhibit interpersonal and leadership skills; ability to speak effectively in front of large and small groups.
7. Have strength in developing and maintaining positive working relationships where open communication exists with BRIDGES staff, other interns, participants, stakeholders and community partners.
8. Must be computer literate with knowledge and experience using Microsoft products and programs.
9. Must pass background check and drug screen after offer and prior to start date.

### **PHYSICAL DEMANDS:**

1. Intern will regularly participant in high-energy activities that require running, stooping, etc.
2. While performing the duties of this position, intern is regularly required to walk, talk, see and hear.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. Requires ordinary ambulatory skills sufficient to visit departments at BRIDGES Center and to attend any sessions held off campus.
5. The Intern is frequently required to stand; walk; use hands and fingers to operate, handle, or feel objects, tools or controls; and reach with hands and arms.
6. The Intern must occasionally lift and/or move up to 25 pounds.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**EOE – M/F – V/H**

I certify that there is nothing that will prevent me from performing the duties as outlined above.

I understand and acknowledge that this position is an *unpaid* intern position, and I have no expectation that it will become a full-time or part-time BRIDGES position. I also acknowledge and understand that this internship is a beneficial learning and development experience for me.