



Development/Fundraising Intern Job Description (UNPAID)

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer. This year is a fun year for us because we are increasing our services, moving, and doing more outreach.

We are funded through individual donations, church pledges, and business sponsorships. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be a part of.

Requirements/skills:

Development interns will be actively enrolled in a university nonprofit management, social entrepreneurship, or related program. Students will preferably have at least sophomore standing. The individual must demonstrate the ability to undertake basic development research and writing assignments and possess an understanding of basic development (fundraising) skills, an ability to interact professionally with clients, and good judgment. A working knowledge of computers, as well as word processing and database management software is necessary. The development intern will be mentored by the Executive Director. The director will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (Some but are not limited to)

- Processes donations and prepare acknowledgement letters and other correspondence.
- Help establish and maintain foundation, corporation and individual donor files.
- Continually updates and corrects database records.
- Conducts preliminary research on prospective corporate, foundation, and individual donors.
- Work with staff to plan major fall fundraiser
- Prepares media materials for distribution (i.e. copying, filing, mailing, emailing)
- Assembles media and donor kits for events and meetings.

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process



Public Relations/Communications/Marketing Intern Job Description(UNPAID):

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer.

We are funded through individual donations, church pledges, and business sponsorships. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be an intern.

Requirements/Skills:

Communications interns will be actively enrolled in a university with a major of Public Relations, Communications, Marketing, or a related field. Students will preferably have at least sophomore standing. The individual must demonstrate the ability to undertake basic writing assignments, possess an understanding of basic communications skills, have an ability to interact professionally with clients, and practice sound judgment. A working knowledge of computers, as well as word processing and database management software is necessary. The communications intern will be monitored by the Executive Director and Marketing Director with added mentoring by local experts in their field. The Marketing Director will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (some but are not limited to)

- Create engaging materials for our fall programming
- Create Strategy relationships for media and the community
- Work closely with other interns to complete projects that complement their projects
- Creative assistant in making a marketing strategy for the next year
- Networking with the Marketing Director

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process



Social Work Intern Job Description: (UNPAID)

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer. This year is a fun year for us because we are increasing our services, moving, and doing more outreach.

We are funded through individual donations, church pledges, and business sponsorships. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be a part of.

Requirement/Skills: Social Work interns will be actively enrolled in a college or university program. Students will preferably have at least a sophomore standing. The individual must demonstrate the ability to undertake basic assignments and posses an understanding of basic social work skills, an ability to interact appropriately with youth/community partners, and good judgment.

Local social workers/counselors in the area will mentor this position as well as partner with this position to design effective case management strategies and follow through with the use of local community partners. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (some but are not limited to)

- Compile of collection of local resources to use with teens
- Create case management strategies as well as documentation to use with youth
- Do home visits as needed
- Be responsible for the intake/ouptake of donations from the community in the food and clothes closet
- Network with local social workers to create new partnerships

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process



Counseling Intern Job Description: (UNPAID)

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer. This year is a fun year for us because we are increasing our services, moving, and doing more outreach.

We are funded through individual donations, church pledges, and business sponsorship. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be a part of.

Requirement/Skills: Counseling interns will be actively enrolled in a college or university program. Students will preferably have at least a sophomore standing. The individual must demonstrate the ability to undertake basic assignments and posses an understanding of basic counseling skills, an ability to interact appropriately with youth/community partners, and good judgment.

Local counselors in the area will mentor this position as well as partner with this position to design effective counseling strategies and follow through with the use of local community partners. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (some but are not limited to)

- work closely with counselors to design Pro Deo's counseling approach
- Design documentation for counselors
- work on holistic approach to counseling
- create curriculum for counseling groups for the fall and spring semester
- prepare handouts for teens around topics of interest including but not limited to: cutting, grief, suicide, addictions
- other needs as they arise without local counselors

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process



IT Intern Job Description: (UNPAID)

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer. This year is a fun year for us because we are increasing our services, moving, and doing more outreach.

We are funded through individual donations, church pledges, and business sponsorships. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be a part of.

Requirement/Skills: IT interns will be actively enrolled in a college or university program. Students will preferably have at least a sophomore standing. The individual must demonstrate the ability to undertake basic assignments and posses an understanding of programming skills, an ability to work in wordpress, as well as writing programs.

Local IT professionals in the area will mentor this position as well as partner with this position. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (some but are not limited to)

- Create database program to track youth served, demographic information, and their goals at Pro Deo Youth Center
- Work at updating website/blogs/etc
- Create template for online newsletters
- Get computer lab set up and downloaded with all correct computer software
- Work on computers as needed

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process



Film Intern Job Description: (UNPAID)

Description: Pro Deo Youth Center is a suburban family and resource center for 7th-12th graders. It was founded by a married couple that was passionate about the needs in their community. Our mission is that every teen is loved, valued, and equipped for change.

Our method takes place through afterschool programming, casework, counseling, and fun things to do on the weekend and throughout the summer. This year is a fun year for us because we are increasing our services, moving, and doing more outreach.

We are funded through individual donations, church pledges, and business sponsorships. We have 3 full time staff member and 4 part-time staff, and a whole host of volunteers that make Pro Deo run each and every day. Pro Deo is a fast moving, fun, and loving place to be a part of.

Requirement/Skills: Film interns will be actively enrolled in a college or university program. Students will preferably have at least a sophomore standing. The individual must demonstrate the ability to undertake basic assignments and posses an understanding of programming skills, as well as writing programs.

Our Marketing Director will mentor this position as well as partner with this position. Interns will work a minimum of 15 hours a week (can work more if wanted or needed for university credit). Prior relevant experience is a plus.

Responsibilities: (some but are not limited to)

- Create 5 1-min. promotional videos for volunteer, funding and other needs
- Film and Photograph stock media of the summer
- Assist in website and social media updates
- Help with blog writing and media portions of the newsletter

Qualifications:

1. A lifestyle that reflects an authentic commitment to the mission and vision of our organization
2. A desire to work with and learn from youth and other community partners
3. Ability to work and serve well with others
4. Ability to manage time, complete assignments, and initiate new ideas and tasks

Pro Deo Youth Center
206 NE Chipman Rd
Lee's Summit Mo, 64063
www.prodeoyouthcenter.org

Please email Lauren@prodeoyouthcenter.org to begin the application process