



CAREER PROGRAM INTERN

We're looking for career counseling or human resources professionals to join our volunteer team! Compass Center is an established non-profit located in Chapel Hill, NC serving more than 5,000 people in the Triangle annually in our various programs.

Responsibilities:

- Assist Self Sufficiency Programs Director in scheduling clients, managing career counselor's schedules and promoting career program
- Create flyers for upcoming career events
- Build partnerships with community agencies to recruit clients
- Host career events at Compass Center with assistance of staff

Commitment: One year commitment; Ideal candidate must be available one- two evenings a week and two Saturdays each month. 10-15 hours weekly.

Skills Required:

- Strong communication skills, including excellent verbal and listening skills, and an ability to engage clients in conversation and communicate ideas and strategies effectively.
- Ability to gather information from clients, assesses client needs, and address concerns appropriately.
- Ability to work with diverse clients with varying career goals and educational/employment experience.
- Professional presentation of self, dependability, and punctuality.
- Ability to work independently with minimal supervision.

Ideal volunteers will have some experience volunteering in a long term capacity. Internship begins in **March 2018**.

If you are interested or have questions, please contact Ashley Parks at clientservices@compassctr.org