Oversight of Project Access is to be the leading provider of vital health, education and employment services to families, children and seniors living in low-income housing communities. Our goal is to help keep family members employed, children in school, and seniors active.

Project Access interns play a fundamental role in providing relevant and quality programs to the communities we serve. Interns assist the coordinator with the daily operations and direct programming of the Family and Senior Resource Centers which benefit the residents of affordable housing. Interns will have the opportunity to define their role and respective responsibilities based on their particular skill set and learning objectives. The Project Access Family Resource Center in Las Vegas is seeking interns for the Spring 2020 semester.

**INTERNSHIP ROLES AND RESPONSIBILITIES**

- Assist with the planning and implementation of programs, including After-School, teen, senior, adult, and health programs, etc.
- Build trust and relationships with the residents in order to help meet their needs
- Research available resources available in the community in order to provide relevant information and referral services
- Assist the Service Coordinator in the creation and planning of community-building events
- Assist with the instruction of onsite classes, programs, and other services
- Assist with the creation of flyers, newsletters and marketing materials to promote onsite services
- Conduct community outreach to connect residents with local resources, activities and programs onsite
- Assist the staff with retrieving and maintaining resident data
- Maintain attendance records for programs, services, and events
- Attend and participate in required staff/team meetings
- Serve as a role model to adults and youth of the community
- Provide administrative support (filing, faxing, copying, data entry, etc.) to the Service Coordinator
REQUIRED SKILLS AND EDUCATION

• Excellent communication and organization skills
• Proficiency in Microsoft Office, Email, and Internet
• The physical activity of this position may include minimal lifting, bending, walking, kneeling, reaching, and step climbing
• Loves to inspire and educate children and adults!
• Must be an Honors College student at UNLV with a minimum 3.5 GPA

HOW TO APPLY

Please email your resume/CV and cover letter to Lauren Oliva at loliva@project-access.org. The deadline for applying is October 25, 2019.

MAIN CONTACT

Lauren Oliva, Family Resource Center Coordinator
Email: loliva@project-access.org
Phone: 702-339-2040

PLEASE NOTE:

If, after applying and interviewing, the employer offers the student an internship, the student must also complete the application process for HON 395. The full application process can be found at https://www.unlv.edu/honors/internships/apply.