

Date Posted: 03/12/13

Job Opportunity Posting

Job Title:	<u>MAM Emergency Services Intern</u>
Employer/ Agency:	<u>Memorial Assistance Ministries</u>
Job Description:	<p>After a one-week orientation and overview of all MAM programs and services, the student intern will focus his/her efforts on day-to-day roles in our Family Assistance Program in conjunction with self-directed projects in marketing and/or client data analysis. He/she will work as a Client Intake Receptionist and Client Interviewer with training provided through one-on-one mentoring. The position will require working with Emergency Services staff, key volunteer leaders and MAM clients. A typical self-directed project could include: an analysis and comparison of 2010 census data to our current client base or development of a marketing plan to advertise MAM services to service area.</p> <hr/> <p>The MAM Emergency Services Intern needs the following skills:</p> <ul style="list-style-type: none">•Attend college full-time as an undergraduate student entering their sophomore, junior or senior year in Fall 2013. Must not be related to an employee or permanent contractor of ExxonMobil.•Write and speak Spanish.•Demonstrate an interest in social service and compassion for the homeless and working poor.•Exhibit an outgoing personality with the ability to work with a variety of people in a respectful, compassionate manner.•Have the ability to follow directions, work independently and not be afraid to ask questions.•Attend both a one-week orientation and training period at MAM prior to beginning eight-week intern program and a one-week evaluation at end of program.•Demonstrate comfort with MS WINDOWS operating systems software and MS Excel.
Qualifications:	
Salary/Hours:	<u>Internship</u>
Employer/Agency:	<u>Memorial Assistance Ministries</u>
City, State, Zip:	<u>Houston, TX</u>
Application Method:	<u>To apply: send cover letter and resume to Georgia Kimmel, gkimmel@maministries.org.</u>
Opening Date:	<u>Summer 2013</u>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.