**Teen Outreach Program Evaluator Intern Description**

**2017-2018 School Year**

**Supervisor: Chris McAneny**

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 3,000 children who find themselves homeless each year in Allegheny County. Founded in 1999 as a 501(c)(3) non-profit organization, HCEF actively partners with a wide variety of organizations to help homeless children succeed academically and works to ensure that they are afforded equal access to the same educational opportunities and experiences as their peers.

The **Teen Outreach Program** is committed to serving youth ages 13- 24 that are experiencing homelessness under the definition of the homelessness provided to us under The McKinney-Vento Homeless Assistance Act. The Teen Program assists homeless teens and older youth develop a vision for their future that includes educational and career goals and the skills necessary to pursue that vision by equipping students with the skills needed to navigate the college admissions and financial aid process in addition to assisting them in persisting in college and/or a career. This program aims to create opportunities in school and outside of the classroom for homeless youth to develop leadership skills.

**Primary Responsibilities:**

* Review and track progress/involvement of each student to identify any additional supports needed, including but not limited to: credit recovery, tutoring, and to ensure each student is going to graduate and is Pittsburgh Promise ready (works directly with each students’ guidance counselor/Social Worker) and administration.

**Qualifications:**

* Undergraduate social science major preferred
* Intern should be able to commit to **5 to 10 hours** per week.

This internship is unpaid, but college credit is available. All interested candidates should send a cover letter and resume to **info@homelessfund.org.**

**Homeless Children’s Education Fund**

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