



TEEN PROGRAM INTERN

Supervisor: Chris McAneny, Teen Program Manager

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 4,000 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 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. The program aims to create opportunities in school and outside of the classroom for homeless youth to develop leadership skills.

Primary Responsibilities:

- Work with PPS Student Services/Counselors and Social Workers to identify students who have experienced or are experiencing homelessness.
- Educate and inform students, schools, personal/shelter advocates, and local librarians about the Teen Outreach Program.
- Connect students identified by our partners to material resources within the community.
- Facilitate intake and College and Career Education Planning (CCEP) interviews with students.
- Engage students in utilizing community support, learning and recreational opportunities to further each student's objective of post-secondary education and/or career goals.
- Connect juniors and seniors to support services centered on college enrollment
- Develop a team of student ambassadors who will speak out on behalf of the Teen Program and help to identify and recruit additional homeless students in need.
- Maintain a weekly report status and update for HCEF.

Qualifications:

- Undergraduate social science major preferred
- Intern should be able to commit to **15 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.