



The Gathering Place®
a refuge for rebuilding lives

EDUCATION AND JOB READINESS PROGRAM INTERN

The Gathering Place
1535 High Street, Denver, CO 80218

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

TGP serves women, transgender individuals, and their children who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to:

Education and Job Readiness Program Manager

General Purpose:

This internship position works with the Education and Job Readiness manager to assist in the development of member skills needed to effectively move to long-term employment.

Essential Duties/ Responsibilities:

- Assist members of The Gathering Place in the exploration of job training opportunities and match current skills to job openings through comprehensive employment case management.
- Facilitate job search, resume development, application completion, writing targeted cover letters, and composing follow-up correspondence with employers.
- Create and facilitate activities and materials that target mastery of soft skills needed to attain and retain employment.
- Coach members in effective interviewing and presentation skills.
- Help to develop and facilitate hiring events and workshops, working directly with employers and community based organizations who come on site to The Gathering Place.
- Complete data entry for our in-house client tracking system.
- Develop a working knowledge of Trauma-Informed Care practices and a Growth Mindset approach.
- Other duties may be assigned by the Manager of the Education and Job Readiness Program.

Time Commitment:

- Depends on the needs of the program at the time of application.
- Depends on the requirements of internship.
- Determined on a case-by-case basis.

Intern Qualifications:

- Exceptional oral and written communication skills
- Good organizational skills
- Ability to work with a diverse community
- A willingness to learn and utilize trauma-informed care practices
- A commitment to equity, inclusion, and anti-oppression work
- Excellent customer service skills
- Must be able to pass criminal background check
- Bachelor's/Master's level only

Education or Formal Training:

- Computer Skills including previous database experience, proficiency with Google Docs and Microsoft Office Suite

Physical Activities:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

The Gathering Place is committed to providing equal opportunity to all volunteers and applicants for volunteer service without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.

2/23/2021