

## Position Descriptions

The **Communications/Collective Impact** Intern supporting the Executive Division, will work with staff to enhance their interest, understanding and skills in communications and community engagement within the social service arena by:

- Create a communications plan for the Birth to 22 Collective Impact Alliance
- Research and create a report on internship opportunities for youth in Palm Beach County
- Support CSC sponsored events
- Attend collective impact meetings and events and support projects, as needed
- Support project management, including tracking progress and outcomes
- Engage with local stakeholders, partners, and volunteers to foster collaboration
- Help with outreach, communication, and social media campaigns to promote community initiatives

The **Finance** intern works with staff to enhance their interest, understanding and skills of government accounting, budgeting, budget oversight and auditing. The intern will be exposed to the full government finance cycle:

- Gaining knowledge of contract management, compliance, and internal control systems/processes/policies/procedures
- Participating in creation of Provider budgets and approval of Provider reimbursements
- Analyzing Provider audited financial statements
- Learning accounts payable and process payments to vendors
- Gaining understanding of General Accounting and exposure to related tasks, i.e., month end closing cycle, journal entries, account reconciliations, financial statements, variance analysis reports, etc.
- Creating audit workpapers (MS Excel) and overview of the audited financial statements
- Obtaining exposure to Program Performance Audits by learning the elements of 'Audit Engagement Risk Planning'
- Working on special projects

**(Note: Candidate must have completed one semester of an introductory course in Financial Accounting.)**

The **Professional Development** Intern will assist in evaluating training effectiveness through participant reviews, researching professional development resources, and contributing to event planning logistics. This opportunity is ideal for students eager to gain experience in marketing, event coordination, professional development and educational program promotion while working in a collaborative and mission-driven environment.

- Experience with social media and digital marketing
- Ability to create engaging promotional materials and digital flyers
- Event planning and coordination experience
- Research and analytical skills for professional development resources
- Interest in education, training, or professional development fields

**Program Management** Interns work with staff to enhance their interest, understanding and skills of programmatic work in the health and human service arena by:

- Collaborating with other individuals and community organizations
- Attending Program Department meetings and assisting with meeting preparation and follow-up
- Assisting with special projects
- Accompanying staff on provider agency monitoring and/or site visits in the community
- Conducting regular reviews of data (analysis and synthesis) with staff to help inform decisions

The **Strategy and Operations** Intern works with staff to enhance their interest, understanding, and skills related to areas including strategy management, operations management, and contract administration. Responsibilities may include:

- Learn about and participate in the operationalization of a new strategic plan
- Gain knowledge of contract administration and assist with related tasks
- Participate in the annual asset inventory process
- Perform data quality reviews in contract records management platform
- Gain knowledge and understanding of statutory requirements relating to public records management, assisting with record management tasks
- Gain knowledge and understanding of procurement policies and procedures, assisting with processes as needed