The PROGRAM: “It’s About Change”
1515 Derry Street
Harrisburg, PA 17104
(717) 238-9950
info@theprograminc.org
Website: www.theprograminc.org

Intern Coordinator
Natasha DiPrizito, M.F.T.
Manager of Employment, Training, and Education Services
Children’s Programming Coordinator
(717) 238-9950 x110
ndiprizito@theprograminc.org

As an intern, your responsibilities may include the following:
- Create lesson plans for Life Skills classes and teach at least 45 minute classes on a variety of topics
- Assist clients with creating and updating their resumes and cover letters
- Update job openings every week using craigslist.com, monster.com, careerbuilder.com, etc.
- Update apartment and rooms for rent postings every 2 weeks using rent.com, craigslist.com, etc.
- Assist with one-on-one computer tutoring
- Assist clients in pursuit of post-secondary education
- Assist with the recruitment of employers, fundraising participants, etc.
- Assist with updating/creating new common area display information and resources
- Work on event advertising materials—update social media website and submit suggestions for changes and improvements on agency website
- Conduct new client intakes
- Attend applicable trainings and meetings
- Research potential agency grants and refer them to the CEO
- Perform basic office tasks, such as filing
- Complete Dress for Success referrals
- Research/create adult reading materials for adults students (flashcards, worksheets, PowerPoint presentations)
- Contact local businesses to recruit ex-offender friendly locations
- Assist with requests from Dauphin County Prison class