



People's Resource Center Internship Opportunity

UNPAID INTERNSHIP OVERVIEW

People's Resource Center (PRC) is searching for Interns to provide front line support for the Social Services Department and work closely with Social Services Manager on Specialized Intake (SPIN). This unpaid internship is an opportunity for students to integrate academic learning with actual work experience. This position will help develop many of the soft skills such as customer service, problem solving and time management. It is perfect for students who are interested in working at a nonprofit or social services agency in the future.

KEY RESPONSIBILITIES:

- **Needs Assessments Referrals:** Assist new clients with access to resources and provide information about topics such as PRC services, healthcare, public benefits, and more.
- **Public Benefit Applications:** Assist clients with public benefit applications for programs such as SNAP and Medicaid.
- **Financial Assistance Screenings:** Help determine clients' eligibility for financial assistance.
- **Providing Vouchers:** Connect clients with resources such as eyeglasses, furniture, or gas cards.
- **Project Work:** Special projects determined by agency need and volunteer interest.

CURRENT OPENINGS:

Openings in Wheaton and Westmont locations. No remote work – all work will take place at a PRC building. Evening and Saturday hours may be available. Training will take place M-F in Wheaton. Interns are expected to work 6-8 hours per week.

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

1. Skills/knowledge
 - Desire to work in a social service organization
 - Ability to think critically and comfort asking challenging questions
 - Ability to work effectively with volunteers, with people from other countries, and with people speaking other languages
 - Able to work independently after direction and training are received
 - Able to accurately perform detail work involving numerical data
 - Attention to detail
 - Able to preserve confidentiality and exercise discretion
 - Basic knowledge of Microsoft Word, Excel, Internet search engines
2. Experience/education:
 - Current student enrolled in an accredited university or college

ORGANIZATION OVERVIEW

People's Resource Center (PRC) is a not-for-profit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry.

With a team of over 2,000 volunteers supported by 47 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homelessness prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

PRC earned the highest possible rating from Charity Navigator for 13 consecutive years. Only 1% of charities rated have received this distinction, differentiating PRC from its peers, exemplifying the high standard of service at PRC, and indicating that PRC outperforms most other charities in America.

APPLICATION PROCESS

To apply, please send your resume and cover letter to resumes@peoplesrc.org

www.peoplesrc.org