



Youth Enrichment Services

Administrative Intern (Summer 2023)

Youth Enrichment Services inspires youth through outdoor experiences and leadership opportunities that build confidence and prepare them to summit life's challenges.

Job Description & Duties:

Administrative interns will work in the YES office and support YES staff with daily operating tasks and online database maintenance.

The Administrative Intern's responsibilities include:

- Work approximately 20-25 hours each week (earning \$15.00/hour for six weeks)
- Train and work in the YES database software program
- Support YES staff in office tasks and projects
- Be an ambassador of YES by actively showing respect for self, others, and the environment
- Attend staff meetings, trainings, and professional development outings as required
- Other duties as assigned

Applicants must fit the following criteria to be eligible:

- Be between the ages of 16 to 18
- Full-time residents of Boston
- Authorized to work in the United States
- Experience working with Google Suite applications (Docs, Sheets, Slides, etc.) and Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Able to obtain a work permit by June 10th
- Able to work 2-3 shifts per week that will take place during the following time frame: Monday through Thursdays from 9:00 am – 4:00 pm, July 5th through August 18th. Additionally, attend Friday MLK Scholars Forums/Events (exact times/dates to be announced at a later date)
- Have a personal bank account (or be willing to open one)
- Able to travel to and from Youth Enrichment Services (412 Massachusetts Avenue)
- Have a personal bank account (or be willing to open one)
- Able to provide proof of vaccination from COVID-19

**Applicants should possess professionalism, attention to detail, and initiative.
Priority is given to teens that have participated in LC (Leadership Corps).**

How to Apply:

Complete all sections of the online YES teen staff application. If invited for an interview, you will be asked to submit three references.

Deadline:

Applications will be accepted on a priority basis until **Friday, March 31st**. Applications will continue to be accepted on a rolling basis until all positions are filled.

Questions about the position or the application process? Contact Eust Eustis:
Youth Employment Coordinator | Email: eeust@yeskids.org | Phone: (617) 267-5877 ext. 125