



Youth Enrichment Services

Administrative Intern (Summer 2024)

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) in the YES office
- Train and work in the YES database software program to enter program attendance and survey responses
- Support YES staff in office tasks and projects as an active YES team member
- Be an ambassador of YES by actively showing respect for self, others, and the environment
- Attend staff meetings, supervision 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 15 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 17th
- Able to work 2-3 shifts per week that will take place during the following time frame: Monday through Thursday from 9:00 am – 4:00 pm, July 5th through August 16th. Additionally, attend MLK Scholars Forums/Events as scheduled
- Have a personal bank account (or be willing to open one) – Paychecks will be direct deposited

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

How to Apply:

Complete all sections of the online YES teen staff application. You will be asked to submit three references if invited for an interview. References can not be YES staff or volunteers of any kind. [Apply Here!](#)

Deadline:

Applications will be reviewed on a priority basis until **Friday, March 22nd**. Applications will continue to be accepted on a rolling basis until all positions are filled.

Questions about the position or the application process? Contact Aaliyah Yarde:
Youth Leadership Manager | Email: ayarde@yeskids.org | Phone: (617) 267-5877 ext. 111