



**Position Title:** Residential Re-Entry Center Intern

**Location:** 2929 St. Anthony St, New Orleans, LA 70122 – some travel to local libraries, conferences, meetings, and program locations may be required.

**Time Commitment:** To be decided mutually between program and intern. Hours available for service are Monday-Friday 8:30am-5pm.

**General Focus:** The intern shall provide assistance in literacy and educational programs to residents of the Residential Re-Entry Center to assist with successful, productive reintegration into society.

**Specific Tasks:**

- Assist residents with computer literacy
- Assist with online applications for employment and school (college and vocational)
- Assist clients in completing school assignments
- Assist residents in conducting educational research in the library
- Participate in health and awareness programs
- Assist clients to complete various programming assignments from Transitional Skills class
- Assist in conducting workshops for clients on how to complete request forms and other goal planning forms
- Coordinate programs for clients to participate in religious activities
- Perform related duties as assigned

**Requirements:**

- High school diploma and be currently enrolled in college. Preference for criminal justice fields of study.
- Personal, reliable transportation with a current drivers license, inspection sticker, insurance, and registration with a satisfactory Motor Vehicle Report.
- Must be able to pass a criminal history investigation.
- CPR and first aid certifications are strongly encouraged.

**Helpful Skills:** The ideal candidate will be computer-literate and possess: good oral and written communication skills; organizational skills; the ability to multi-task; the ability to think clearly, logically, and with sound reasoning; and be capable of generating correspondence and spreadsheets including Microsoft Word and Excel.

**Contact If Interested:** Victoria King, (504) 486-8699, [vking@voasela.org](mailto:vking@voasela.org).