



Jewell McFarland-Lewis Women's Resource Center Fresh Start Women's Foundation Internship Description

Title: Computer Literacy Intern

Reports to: Career Pathways Specialist/Computer Literacy Program

Schedule: Flexible, to include evenings and possibly occasional Saturdays (approx. 15 hrs/wk)

Organization and Mission: Fresh Start's mission is to provide education, resources, and support for women to positively transform their lives and strengthen our community. We envision a world in which every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency.

The Fresh Start Women's Resource Center in downtown Phoenix houses career readiness, family law support services, social work services, domestic violence support groups and resources, an intensive mentoring program, computer training center, scholarships, health & wellness classes, and personal development workshops, as well as a resale clothing boutique

Diversity is a core value at Fresh Start Women's Foundation. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all clients, staff, and stakeholders. We believe every member on our team enriches our diversity by broadening the range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Description:

The Computer Literacy Intern will work with Fresh Start clients in a workshop or webinar setting or one-on-one to help them gain basic through advanced computer literacy skills. The workshops will include participants with a wide spectrum of abilities, from highly proficient to no computer experience at all.

Position Duties:

- Facilitates workshops and webinars on basic, intermediate and advanced computer skills, including, but not limited to utilizing Microsoft Office and Google's Suite of Business Tools
- Provide hands-on guidance to women with basic computer skills
- Provide help with other technical-related activities as needed
- May assist in the development or updating of curriculum
- Support Data Management and Implementation
- Other duties as needed

Qualifications:

- Bilingual (Spanish) preferred.
- Excellent organization, communication, public speaking, and computer skills.
- High level of patience and interpersonal skills.
- Ability to maintain professional boundaries and client confidentiality.



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- Work respectfully and effectively with a variety of individuals including clients, volunteers, staff, and community partners.
- Previous teaching or workshop facilitation experience.
- Highly proficient knowledge of Windows 10, Microsoft Office 2016 and Google Docs, Sheets and Slides
- Ability to work in a fast-paced environment and manage various tasks at once.