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INTERNSHIP OPPORTUNITY

POSITION: Information and Referral Specialist

TRAINING AND OTHER INTERNSHIP BENEFITS:

- Receive extensive classroom and one-on-one training before beginning to answer calls.
- Receive in-service training from 2-1-1's experienced staff on an on-going basis.
- Learn to understand the overall structure of the social services network.
- Learn about many community resources.
- Gain new skills, including client assessment.
- Work with people of diverse social, ethnic and economic backgrounds.
- Develop networking opportunities for a future career search.
- Work within your college schedule.
- Make a difference in the community.

INTERN DUTIES:

- Link callers with social service programs using computerized, comprehensive database.
- Collect and record demographic data on callers.
- May undertake special projects appropriate to the internship.
- Communicate with all types of people.
- Use bilingual skills, if applicable.

INTERN REQUIREMENTS:

- Minimum of 80 hours during the internship quarter / semester.
- Basic computer skills.
- Excellent communication skills.
- Bilingual skills (a plus, but not required).

If you have any questions or wish to discuss internship opportunities, contact Laurie Simon at (916) 447-7063, ext. 312 or email laurie.simon@211sacramento.org, .

2-1-1 SACRAMENTO
"Help Our Callers Find the Resources They Need"
www.211Sacramento.org