

Support Services Intern

Three positions are available at [Allison Park, North Boroughs and Millvale](#)

Responsible for:

- Assisting NHCO staff in the provision of emergency, financial and employment guidance to individuals in support of the mission of NHCO
- Supporting NHCO staff in addressing the needs of persons in hardship, crisis, and poverty to achieve economic self-sufficiency

Duties include:

- Screening callers and walk-ins for their appropriateness and eligibility for all NHCO services and completing intakes and assessments
- Networking with local employers to develop job openings and to advocate on behalf of persons in need
- Helping individuals develop financial plans through the preparation of budgets and the provision of applicable workshops to alleviate their immediate crisis concerns and attain long-term economic self-sufficiency
- Coordinating of employment seminars, on-site job recruitments and job fairs
- Assuring unemployed and under-employed persons are prepared for the job search and job interviews and have developed short- and long-term employment goals
- Utilizing volunteers to mentor individuals
- Providing referrals to other NHCO services and other appropriate organizations and following-up to ensure that persons have received other needed services
- Recruit, train, and supervise volunteers to assist with every task
- Other duties as assigned

Contact: Nancy Jones, internship coordinator and North Boroughs site manager, nljones@nhco.org or 412-307-0069.