



<b>Job Title:</b>	<b>Outreach Assistant</b>	<b>Job Category:</b>	Internship
<b>Location:</b>	1010 SE 4 <sup>th</sup> Ave, Gainesville FL 32601	<b>Number of Hours:</b>	15-20
<b>Level/Salary Range:</b>	Unpaid Internship	<b>Date posted:</b>	November 20, 2015
<b>HR Contact:</b>	Stephanie Darilus	<b>Posting Expires:</b>	January 10, 2016

**Applications Accepted By:**

**ONLINE:**

[HTTPS://FORMS.ZOHOPUBLIC.COM/STEPHANIEDARILUS/FORM/PACECENTERFORGIRLS/FORMPERMA/9HJ50B\\_7H97CJ8E4ACk4H48GG](https://forms.zohopublic.com/stephaniedarilus/form/pacecenterforgirls/formperma/9HJ50B_7H97CJ8E4ACk4H48GG)

**EMAIL:**

STEPHANIE DARILUS  
STEPHANIEDARILUS@OUTLOOK.COM

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Outreach Assistant will spend 15 hours per week supporting the efforts of the outreach team. Duties include but are not limited to

- Conduct community outreach to ensure maximum residential participation with respect to PACE Center for Girls Mission.
- Build relationships with civic, business, faith community, and other organizations.
- Develop seminar and educational workshops addressing the identified needs of the organization.
- Create flyers, press releases & other outreach materials as required.
- Maintain healthy relationships with parents and the community.
- Provide referrals to other services as needed.
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- At least one year of college
- Ability to work independently and in a team environment
- Ability to handle multiple tasks simultaneously with a high level of competence
- Excellent organizational skill
- Excellent written and oral communication skills



<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Job Category:</b>	Internship
<b>Location:</b>	1010 SE 4 <sup>th</sup> Ave, Gainesville FL 32601	<b>Number of Hours:</b>	20
<b>Level/Salary Range:</b>	Unpaid Internship	<b>Date posted:</b>	November 20, 2015
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**EMAIL:**

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**Job Description**

**ROLE AND RESPONSIBILITIES**

The Administrative Assistant functions as the office manager and provides administrative assistance to the staff. Duties include but are not limited to

- Supervise office equipment and supplies.
- Answer calls, take messages, and schedule meetings.
- Provides administrative support to the Executive Director, Senior Management, and Teachers.
- Draft, disseminate, and file minutes of meetings.
- Prepares routine correspondence, meeting materials, newsletters and other documents.
- Assists with bookkeeping and runs financial reports as directed.
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- At least one year of college
- Ability to work independently and in a team environment
- Proficient at MS Office applications (Word, Excel, Outlook, etc.)
- Excellent organizational skill
- Excellent written and oral communication skills
- Self-motivated takes initiative, ability to learn quickly



<b>Job Title:</b>	<b>Marketing &amp; Event Assistant</b>	<b>Job Category:</b>	Internship
<b>Location:</b>	1010 SE 4 <sup>th</sup> Ave, Gainesville FL 32601	<b>Number of Hours:</b>	15-20
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**EMAIL:**

STEPHANIE DARILUS  
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**Job Description**

**ROLE AND RESPONSIBILITIES**

The Marketing & Event Assistant supports both the outreach and development initiatives of the organization. Duties include but are not limited to

- Assist with the planning of all special events.
- Coordinate event logistics and publicity, including public relations, advertising and collateral material design, production and distribution.
- Provides administrative support to the Development Manager and Business Manager
- Responsible for silent auction, prizes, in-kind donation solicitations.
- Assist the Business Manager and Development Manager with other fundraising program as necessary.
- Develop Marketing plan and materials.
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to work independently and in a team environment
- Proficient at MS Office applications (Word, Excel, Outlook, etc.)
- Excellent organizational skill
- Excellent written and oral communication skills
- Self-motivated takes initiative, ability to learn quickly



<b>Job Title:</b>	<b>Social Service Assistant</b>	<b>Job Category:</b>	Internship
<b>Location:</b>	1010 SE 4 <sup>th</sup> Ave, Gainesville FL 32601	<b>Number of Hours:</b>	15-20
<b>Level/Salary Range:</b>	Unpaid Internship	<b>Date posted:</b>	November 20, 2015
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**EMAIL:**

STEPHANIE DARILUS  
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**Job Description**

**ROLE AND RESPONSIBILITIES**

The Social Service Assistant provides support to the Social Service Manager and the Social Service Team. Duties include but are not limited to

- Provide support to Social Service Manager and Social Service Team with the intake process for potential students
- Assist with correspondence between the Social Service Team and the family/guardians of students.
- Communicate effectively with parents/guardians, community partners, and staff.
- Recommend program modifications for continuous improvement of services.
- Prepare and maintain accurate records and documentation.
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to work independently and in a team environment
- Proficient at MS Office applications (Word, Excel, Outlook, etc.)
- Excellent organizational skill
- Excellent written and oral communication skills
- Self-motivated takes initiative, ability to learn quickly



<b>Job Title:</b>	<b>Teacher’s Assistant (Math, Science, Social Studies, English)</b>	<b>Job Category:</b>	Internship
<b>Location:</b>	1010 SE 4 <sup>th</sup> Ave, Gainesville FL 32601	<b>Number of Hours:</b>	15
<b>Level/Salary Range:</b>	Unpaid Internship	<b>Date posted:</b>	November 20, 2015
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<b>Job Description</b>
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Teacher’s Assistant will provides support to the teaching staff. Duties include but are not limited to</p> <ul style="list-style-type: none"> <li>• Provide tutoring to students in the aforementioned subject areas.</li> <li>• Offer assistance with developing study strategies.</li> <li>• Meet with students on a one –to-one, small- group, drop-in, or classroom tutoring format(s) to give learning assistance.</li> <li>• Leading review sessions for course as needed.</li> <li>• Serve as a mentor for student.</li> <li>• Prepare and grade assignments</li> <li>• Other duties as assigned</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently and in a team environment</li> <li>• Proficient at MS Office applications (Word, Excel, Outlook, etc.)</li> <li>• A minimum GPA of 3.0</li> <li>• Excellent written and oral communication skills</li> <li>• Self-motivated takes initiative, ability to learn quickly</li> </ul>



<b>Job Title:</b>	<b>Development Assistant</b>	<b>Job Category:</b>	Internship
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**Job Description**

**ROLE AND RESPONSIBILITIES**

The Development Assistant will provide support to the Development Manager. Duties include but are not limited to

- Conduct research on potential donors, strategic partners, markets and industries.
- Prepare reports and presentations for internal and external use.
- Draft correspondence, reports, proposals and donor appeals.
- Assist the development staff in planning donor events and other activities.
- Maintain donor files and other development materials.
- Attend department and staff meetings
- Assist with mailings, filing, and special projects as needed

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to work independently and in a team environment
- Proficient at MS Office applications (Word, Excel, Outlook, etc.)
- A minimum GPA of 3.0
- Excellent written and oral communication skills
- Self-motivated takes initiative, ability to learn quickly