



Job Description

Job Title: Career Navigator Intern (Non-Exempt, Part-Time)

Reports to: Site Manager

Location: Oakland Site-2577 MacArthur Blvd. Oakland, CA

Salary Range: \$16.50 per hour

Deadline to Apply: Open Until Filled

Organizational Overview

Success Centers (SC) is a non-profit corporation founded in 1983 by Superior Court Judges who saw the need to improve the educational and vocational outcomes for the youth engaged in the juvenile justice and foster care systems. Since then, SC has grown to provide comprehensive workforce development and education services to youth and adults who face multiple barriers to career development. SC envisions a vibrant and just society that inspires individual transformation, and understands the key role that workforce development plays in creating meaningful and productive lives.

Program Overview

Success Centers is a Bay Area based non-profit that offers meaningful education and employment services for TAYs (Transitional Aged Youth and young adults, ages 18 – 24) so they may develop a positive self-image as well as a sense of hope and purpose for their future. With raised expectations for their success, Success Center teaches, guides, counsels, and mentors participants through GED classes, service learning, job readiness workshops and life skills training with linkages to employment, workforce training and post-secondary education.

Position Overview

The ideal candidate is a Youth (age 18-24) looking for professional experience in career development or non-profit work.

Job Tasks

- Assist with Employer Spotlights and Job Readiness Training as needed
- Assist with answering phones professionally, checking messages and sending out invites
- Good writing and analytical skills.
- Assist in managing Customer Relationship Management Systems such as Salesforce.

Administrative Offices • 146 S. Spruce Street • South San Francisco, CA 94080 • 415.688.7970

Career Center • 1449 Webster Street • San Francisco, CA 94115 • 415.549.7000

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- Create marketing materials (e.g., flyers, PowerPoint, Google Slides, brochures, toolkits, etc. with Adobe Suite)
- Assist with facility maintenance (clean and replenish supplies)
- Take temperatures of guests and perform COVID-19 safety procedures.
- Research training tools and resources (e.g., YouTube videos, PDF guides online, etc.).
- “Think outside the box”, find and implement efficiency improvements (e.g., creating Google Sheet inventory trackers, organizing workflows, etc.).

Knowledge, Skills & Abilities

- Computer and Internet proficient
- Proficiency in MS Word, MS Excel, MS PowerPoint
- Excellent customer service skills
- Data entry skills
- Great working with people and emotional intelligence
- Ability to learn and participate in program facilitation
- Ability to lift 20 pounds

Qualifications

- Must be between the ages of 18-24
- Pass a pre-employment screening process
- Have “right to work” documents (e.g. State Issued ID, Passport and Social Security Card)

Success Centers is an equal opportunity employer. This opportunity is at-will and is dependent on the availability of funds. To apply please forward your resume and a cover letter to rlachaux@successcenters.org.

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