



## **Desert Best Friend's Closet** **Spring Semester 2014 Program Manager Student Assistant**

**Desert Best Friend's Closet's *Program Manager Student Assistant*** offers college students in their junior or senior years of school or graduate students an opportunity to spend a semester part-time at Desert Best Friend's Closet to learn the operations of a non-profit organization, while providing capacity-building support to the organization. The experiences and networking opportunities will be invaluable for students. Student Assistants will have the opportunity to fully participate in all of Desert Best Friend's Closet's programs.

Students will work in the office and assist the President with client data, measure program outcomes and data, client and information management and assist with grant reports. Projects can be tailored to give the student assistant experiences with social media, customer service, development, marketing and grant writing. This is ideal for students studying social work, nonprofits, business or psychology.

The *Program Manager Student Assistant* is an initiative of a capacity-building objective to improve the overall infrastructure of the organization. The Student Assistant will be considered part of the staff and may fully participate as they are comfortable. Desert Best Friend's Closet's *Program Manager Student Assistant* is an opportunity to gain skills that are transferable to any future work setting.

The Student Assistant will be invited to attend organizational staff and board meetings, strategic planning sessions, civic and community meetings and special events.

Students do not need to be Sociology, Psychology, Business or Alcohol/Drug Study majors but, they must have a strong interest in social issues, be self-directed and can commit to a 15 - 20-hour work week and in some cases, evening and weekend meetings and events.

This is a paid educational opportunity limited to one semester. Application period is December 2 – 31, 2013 with the intended start date of January 13, 2014. The position includes a stipend of \$2,000 - \$2,500/semester. Students must have reliable transportation.

For information or to request an application contact: [cgolds@bfcloset.org](mailto:cgolds@bfcloset.org)