

Adult Programming & Operations Circles Intern

Job Summary:

The Circles Initiative helps individuals create their own paths from scarcity to abundance. Often people living in scarcity face overwhelming and discouraging barriers leaving them feeling helpless and alone. The most successful paths to abundance include a wide social network of relationships between people from all walks of life. We are focused on permanent change, that happens when we wrap a circle of support from our community around each Participant.

Circles weekly gatherings bring the community together to enjoy dinner, learning and development, children's programming, future planning, and friendship. All participants in the Circles community get to know and inspire each other in an atmosphere of positive support.

The Circles Salt Lake Intern is a part-time position. This position is focused on overseeing the helping the adult program thrive and learning to assist with program operations.

The schedule requires attendance at our weekly meetings from 4:30pm-8:30pm with flexibility the rest of the week. We would expect an average of 15 hours per week throughout the semester some of this off-site and some on-site.

Description & Responsibilities

- Weekly Meetings
 - Attends Circles Weekly Meetings each week.
 - Coordinates, prepares, and helps to facilitate the weekly meetings.
- Circles Salt Lake Team
 - Consistent reporting of progress to Circles Coordinator verbally and in writing, and aim to meet benchmarks of success.
 - Collaborates with Circles Salt Lake Team at weekly staff meeting and throughout the week.

Preferred Qualifications

- Community organizing / community development
- Data entry and report generating
- Familiar with social media and its uses
- Enjoys working with children & teens
- Access to a vehicle to visit the office and clients

Email your interest letter & skill summary to officeadmin@circlessaltlake.org