Position: Career Resource Center Internship
Program/Department: MassHire
Schedule: TBD – within a 9-4pm, Mon-Fri schedule

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers; and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

Responsibilities:
• Assisting customers with signing in/using electronic card reader
• Helping customers with any computer usage questions
• Helping customers with editing and formatting documents
• Sending customer faxes; making customers copies; scanning customers documents to USB
• Directing customers to appropriate classes and other resources
• Answering general questions about the Resource Center and MassHire
• Assisting JVS MassHire Staff as needed, such as preparing Job Seeker ID cards, filing, data entry and general organization
• Training will be provided for all aspects of this position.

Skills/Qualifications:
• Ability to work independently and under pressure
• Customer service oriented; strong communication skills
• Personable, patient
• Ability to multitask
• Ability to problem-solve general computer/software issues; strong computer skills and knowledge (Windows)
• Excellent organizational skills and attention to detail
• General understanding of the online job application process
• Knowledge of major Web Browsers, MS-Word, Excel, GoogleDocs, and various online e-mail applications