

CREATE COMMON GOOD

Job Training Intern Application

Directions

Complete and submit this application to Annie at anniemcleod@createcommongood.org. Attach your resume to the back of this application. A letter of reference is not required but it is preferred.

Internship Description

Roles and Responsibilities

- Assist Job Training instructors in a multilingual classroom
- Provide assistance and support with trainee and employer follow-ups at appropriate time intervals
- Compile photographic and informative trainee portfolios
- Create and conduct paperwork audits
- Proctor and assist with ServSafe Foodhandler's exam
- Other projects may include: trainee gratitude, job leads research, etc.
- Administer basic first aid if needed

Skills Required

- Ability to work in an adaptable and flexible manner
- Excellent written and verbal communication, particularly with English Language Learners
- Self driven with the ability to take initiative
- Interest in working with diverse populations
- Ability to preform all duties in a manner that is consistent with CCG values: gratitude, excellence, engagement, and safety
- Preferred, but not required language skills: speaks French and/or Arabic
- Familiarity with Apple products and Microsoft Office programs
- Ability to lift 35 lbs. and stand on feet for several hours

Please list any relevant certifications and licenses that you have.

Hour requirement: 10 – 15hrs/week, Monday - Wednesday

Experience

Do you have previous experience working in a classroom? A multilingual classroom?

Do you have previous experience in a commercial or production kitchen?

Do you speak any languages aside from English?

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What skills would you bring to the organization?
What are your strengths? Give an example of how you've used them.
Why are you applying for this internship?

Goals

What are your learning goals with this internship?
What would you like to improve on while interning?

Work Style

Please describe your work style.
Give an example of when you've had to handle multiple responsibilities.
Tell us about a situation when you had to solve a difficult problem.

Personal Background

How do your personal values reflect Create Common Good's values?
Please tell us about any clubs or organizations you are a part of.
What do you like to do in your free time?

Internship Scheduling

Are you seeking college credit for this internship?
Does your class or program have requirements for this internship? If so, what are they?
What are the maximum hours per week you can work?