HOLYOKE COMMUNITY COLLEGE

Assigned Grade Level ____
(FAO use only)

www.hcc.edu

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Federal Work Study
Job Description Form

Job Title: Youth Dept. Intern
Desired No. of Hires: 2
Department or Organization: Youth Dept
Address (Off campus only): 299 MAIN St. Holyoke MA

Supervisor: Betty Medina Lichtenstein
Office: Youth Dept - 299 MAIN St
Phone: 413-532-9300
Email: betty@enlacedefamilias.org

Designee: Same.
Office:
Phone:
Email:

General Job Description:
Attached

Detailed List of Duties:
Attached.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*
If funding becomes available - potential employment.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*
Attached

Skills and/or previous experience desired: Attached

Amount of supervision required: ☐ Regular ☑ Occasional ☐ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Day time

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Betty Medina Lichtenstein	Director of Youth Dept	11-10-2026
Print Name of Supervisor	*Title*	*Date*

Please return completed form to drosado@hcc.edu

Enlace de Familias/Holyoke Family Network
299 Main Street
Holyoke, Massachusetts 01040
413-532-9300
413-552-3991[fax]

Enlace de Familias de Holyoke, Inc. – Youth Department
Location: Holyoke, Massachusetts
Compensation: Unpaid internship; work-study students are strongly encouraged to apply

Overview

Enlace de Familias de Holyoke/ Holyoke Family Network Inc. is a community-based non-profit 501 (c) (3) organization. **Mission**: The mission of Enlace de Familias is to promote a community where all families are given the opportunity to improve their quality of life.

Internship Overview

The Youth Department is seeking a motivated college intern interested in youth development, community engagement, research, and social justice. The intern will support our work focused on understanding and addressing the needs of youth residing in an urban community ages **12–19 in Holyoke**, particularly youth who may have limited access to programs, positive community connections, and supportive opportunities.

This internship provides an opportunity for an undergrad but preferably a grad student to gain hands-on experience conducting community-based research, collecting and organizing data, identifying gaps in youth services, and learning about the systems that impact young people in an urban community.

Primary Responsibilities

The intern will assist the Youth Department with:

- Researching existing programs and services available to youth ages 12–19 in Holyoke.
- Developing an inventory of youth-serving programs that includes program location, age groups served, days and hours of operation, eligibility requirements, cost, program focus, and other relevant information.
- Identifying potential gaps in services, including neighborhoods, age groups, days, times, or populations that may have limited access to youth programming.
- Researching and compiling available local and Massachusetts data regarding youth involved in the juvenile justice system.
- Examining available information regarding the disposition and outcomes of youth who enter the juvenile justice system, including diversion, probation, placement, detention, or other outcomes.

- Assisting with organizing and summarizing research findings for use by the Youth Department and community partners.
- Attending Youth Department and/or Holyoke Youth Task Force meetings when appropriate.
- Assisting with meeting preparation, note-taking, meeting minutes, follow-up materials, and other administrative tasks.

Preferred Qualifications

We are seeking a student who:

- Is currently enrolled in an undergrad or graduate studies at a higher ed. College/university
- Has an interest in youth development, social work, sociology, criminal justice, public health, education, psychology, political science, community development, or a related field.
- Has strong research, writing, communication, and organizational skills.
- Is comfortable working independently while also being part of a community-based team.
- Has an interest in working with diverse youth and families in an urban community.
- Is able to handle information related to youth and families with professionalism, sensitivity, and confidentiality.
- Is dependable and able to commit to a minimum of **10 hours per week.**

Schedule

Days and hours are negotiable based on the intern's academic schedule and the needs of the Youth Department. Some attendance at scheduled community or Youth Task Force meetings may be requested. A minimum commitment of **10 hours per week** is required.

Internship Experience

The intern will have the opportunity to gain practical experience in community-based research, youth development, data collection, program mapping, juvenile justice research, community collaboration, and nonprofit program development.

This is an unpaid internship. Students who are eligible for Federal Work-Study or other college-funded internship programs are strongly encouraged to apply.

Send letter of interest, CV/resume to

Betty Medina Lichtenstein – Youth Dept. Director

betty@enlacedefamilias.org