



"Planning Ahead for a Brighter Future"


Well Suited Counseling Internship Description

CEO & Founder: Janet Lavender, jlavenderjanet@gmail.com

Program Director: Cynthia Hernandez, Hhernandez.cynthia@gmail.com

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 Well-Suited College and Career Planning

Description: Well Suited is a non-profit organization that coordinates with school districts and schools to provide college and career guidance to middle and high school students in diverse communities.

Positions:

- Youth with a Passion College and Career Counseling Intern

Qualifications:

- Basic understanding of zoom
- Strong communication skills
- Currently enrolled in a University
- Age Requirement: 18 & older

Preferred but not required:

- Experience with Canvas

The Internship position can be used to fulfill academic credit requirements.

Deadline for Application: Rolling Application

Internship Training:

- Virtual Teaching Techniques & Online Meeting Skills
- Interfacing administrators, parents, and & students
- Understanding college and career readiness materials.

About Well Suited

Well Suited, a non-profit organization and its founder Janet Lavender, who also founded Dress for Success in Los Angeles in 1997, recognizes that high school is where most people begin to shape their lives. Therefore, we saw a need to design a curriculum that fits the needs for students to identify a career interest upon entering high school.

Our College and Career Planning curriculum gives students the ability to identify their passion and provide them the tools needed to explore them. Students create their own individualized educational plan that leads them to further their education to the College/ Technical School that is best suited for them to obtain the degrees or certificates needed to open doors to unlimited possibilities in the careers they choose.

We partner with schools, colleges and community based organizations to provide an individualized customized curriculum that supports a student's interest. In addition to their college and career planning aspect we provide a series of employment readiness workshops that prepare them for internship and part-time employment opportunities in their field.

As many districts require students to pass an ethnic studies course in order to graduate. We have designed an ethnic studies course that allows students to take our course for credit. Well Suited works closely with districts and schools to make sure all student requirements are fulfilled by the student.

Well Suited Counseling Intern Roles/Responsibilities:

After the initial training, interns will be assigned a caseload of 1-3 students. Interns will meet with students in groups and one-on-one settings to provide college and career coaching. Responsibilities can include:

- Meeting with students remotely to provide virtual college and career guidance
- Prepare and conduct online workshops for weekly assignments
- Write weekly reports on what occurred during the online workshops

Schedules are flexible. All class meeting and planning meetings will be done remotely. Access to a laptop/computer with video and reliable internet required to complete internship tasks.

HOW TO APPLY:

- Submit Resumes to: info@wsccp.org

For any question, please contact our Program Director, Cynthia Hernandez, hhernandez.cynthia@gmail.com



"Planning Ahead for a Brighter Future"

Well Suited Social Media Internship Description

CEO & Founder: Janet Lavender, jlavenderjanet@gmail.com

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Well-Suited College and Career Planning

Description: Well Suited is a non-profit organization that coordinates with school districts and schools to provide college and career guidance to middle and high school students in diverse communities.

Positions:

- Remote Social Media Intern
 - This is a non-paid internship position. We offer academic credit.

Qualifications:

- Basic understanding of zoom
- Strong writing skills
- Familiarity with social media platforms
- Currently enrolled in a University
- Age Requirement: 18 & older

Preferred but not required:

- Experience with Canva
- Experience with Social Media Platforms (Ex: Instagram, Facebook, LinkedIn, etc.)

The Internship position can be used to fulfill academic credit requirements.

Deadline for Application: Rolling Application

Internship Training:

- Virtual Teaching Techniques & Online Meeting Skills
- Interfacing administrators, business, and news media
- Social Media Platforms: LinkedIn, Facebook, and Instagram
- Content Creation using Adobe, Photoshop, or Canva

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Social Media Intern Roles/Responsibilities:

After the initial training, interns will work on our social media accounts. Each intern will be assigned to a social media team and work on one of our social media platforms. Interns will post important information regarding the programs, and tips for college and career success, along with reminders. Responsibilities can include:

- Attend PR meetings & meet with consultants on a weekly basis.
- Posting daily content to social media platforms.
- Researching tips and information regarding college and careers
- Create engaging content
- Manage any request and direct messaging.

Schedules are flexible. All class meetings and planning meetings will be done remotely. Access to a laptop/computer with video and reliable internet is required to complete internship tasks.

HOW TO APPLY:

- Submit Resumes to: info@wsccp.org

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"Planning Ahead for a Brighter Future"


Well Suited Public Relations Internship Description

CEO & Founder: Janet Lavender, jlavenderjanet@gmail.com

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Description: Well Suited is a non-profit organization that coordinates with school districts and schools to provide college and career guidance to middle and high school students in diverse communities.

Positions:

- Public Relations Intern
 - This is a non-paid internship position. We offer academic credit.

Deadline for Application: Rolling Application

Internship Training:

Student interns will receive training in the following areas:

- Marketing Matching Students with Business Sectors: learn how to conduct industry and job research to help match students to potential career options.
- Career Guidance/Counseling: learning career coaching techniques and how to utilize these techniques with high school students to explore education and career options.
- Virtual Teaching Techniques & Online Meeting Skills: mentor and provide support to high school students in a virtual setting; become skilled in using online meeting tools.
- Interfacing with students, teachers and parents.

Public Relations Intern Role/Responsibilities

After the initial training on our organization and its programs, interns will work on providing and creating information regarding our programs. The intern will work with the social media team and staff to raise our organization's brand profile in a presentable and engaging matter.

Responsibilities can include:

- Creating presentations, press releases, website content, etc.
- Meet with staff and social media team to cover our events, tools, and brand.
- Assist in securing speaking engagements for events.
- Work with other staff and interns to make sure we are staying on brand in presenting our organization's goals and values.

Schedules are flexible. All meetings and tasks will be done remotely by the intern. Access to a laptop/computer with video and reliable internet is required to complete internship tasks.

Qualifications

- Must be 18 or over to apply.
- Must be in college majoring in public relations/business/journalism or related field.
- A passion to learn and contribute!

HOW TO APPLY:

- Submit Resumes to: info@wsccp.org

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"Planning Ahead for a Brighter Future"

Well Suited Marketing Internship Description

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Description: Well Suited is a non-profit organization that coordinates with school districts and schools to provide college and career guidance to middle and high school students in diverse communities.

Positions:

- Marketing Intern
 - This is a non-paid internship position. We offer academic credit.

Deadline for Application: Rolling Application

Internship Training:

Student interns will receive training in the following areas:

- Marketing Matching Students with Business Sectors: learn how to conduct industry and job research to help match students to potential career options.
- Career Guidance/Counseling: learning career coaching techniques and how to utilize these techniques with high school students to explore education and career options.
- Virtual Teaching Techniques & Online Meeting Skills: mentor and provide support to high school students in a virtual setting; become skilled in using online meeting tools.
- Interfacing with students, teachers and parents.

Marketing Intern Role/Responsibilities

After the initial training on our organization and its programs, interns will work on providing and creating information regarding our programs. The intern will work with the social media team and staff to raise our organization's brand profile in a presentable and engaging matter.

Responsibilities can include:

- Creating presentations and campaigns, etc.
- Meet with staff and marketing team to cover our events, tools, and brand.
- Assist in research and analyzing data
- Work with other staff and interns to make sure we are marketing our program and events by presenting our organization's goals and values.

Schedules are flexible. All meetings and tasks will be done remotely by the intern. Access to a laptop/computer with video and reliable internet is required to complete internship tasks.

Qualifications

- Must be over the age of 18
- Access to Laptop/computer with reliable internet
- A passion to learn and contribute!

HOW TO APPLY:

- Submit Resumes to: info@wsccp.org

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