

## WELL SUITED

**CEO Contact Information:** Janet Lavender, 818-844-7869, [jlavenderjanet@gmail.com](mailto:jlavenderjanet@gmail.com)

**Program Director Contact Information:** Cynthia Hernandez, 562-659-2866,

[Hhernandez.Cynthia@gmail.com](mailto:Hhernandez.Cynthia@gmail.com)

**Website:** [www.wsccp.org](http://www.wsccp.org)

**Instagram:** well\_suited\_college\_and\_career

**Facebook:** facebook.com/youthwithapassion

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 need for students to identify a career interest upon entering high school.

Youth with a Passion College and Career Planning 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 program 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.

**Description:** Well Suited is a non-profit organization that coordinates with schools and school districts to provide College and Career Guidance to middle and High School students who attend school in low income communities.

**Positions:**

- Remote Social Media Intern
- Public Relations Intern

**Deadline for Application:** Rolling application

**Internship Training:**

Student interns will receive training in the following areas:

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

**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 our Youth with a Passion instagram account, LinkedIn account, and/or Facebook account. Interns will post important information regarding the programs, tips for college and career success, and reminders.

Responsibilities can include:

- Posting daily content to social media platforms.
- Researching tips and information regarding college and careers.
- Have weekly meetings with teams to brainstorm ideas for content.
- Manage any request and direct messaging.

### **Public Relations Intern**

After initial training on our organization and 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 brand profile.

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 secure speaking engagements for events.

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

### **HOW TO APPLY:**

Submit Resumes to: [Hhernandez.Cynthia@gmail.com](mailto:Hhernandez.Cynthia@gmail.com)