

Yavapai College Internship Announcement



Attention Students

Internship opportunity available

Employer: Steps to Recovery Homes

Pay: unpaid Internship

Work Schedule: Will work around YC schedule

Title: Steps to Success Business Internship

Summary: Steps to Success Recovery Homes is a Cottonwood Recovery system that has been awarded Non Profit of the Year from the Arizona Community Foundation of Sedona. Their mission is to provide a safe and structured environment, free from alcohol and drugs, for people who fall through the cracks. This is a unpaid 8-16 week Internship that will give you practical work experience to put on your resume, which will help you find gainful employment upon graduation. They are willing to allow up to three student Internships in Business, Marketing/social Marketing, and office Administration. You can Learn all three during this internship if interested.

Position Responsibilities: Business

1. Assist Executive Director with identifying, scheduling and coordination of volunteers
2. Work with director and staff to establish procedures and scheduling
3. Assist in the record-keeping set-up and process system
4. Work with volunteers to establish procedures that impact coverage & scheduling of volunteers.
5. Work with and staff to research grants, processes, and reporting

Preferred Skills & Qualifications:

- High School Diploma and YC Student
- Proficiency in organizational skills, attention to details
- Strong self motivation, time management with desire to learn more daily.



Interested: Please email Linda Brannock, YC Career Coach at Linda.brannock@yc.edu