

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 Office Administration & Social Events 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 skills in all three during this internship if interested.

Position Responsibilities:

1. Assist Executive Director and Staff with basic office admin skills including, document copying, filing, creating and editing
2. Assist with methods of communication and office coordination with resale store and warehouse
3. Assist Director with Fundraising and event promotion
4. Assist Director & Staff to plan and coordinate special event and exhibits: including information and material gathering and distribution, and volunteering manning of booths

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