



Program Assistant Intern Job Description

Organization Overview:

To You From Us is a community-based nonprofit organization on a mission to help children and families living in marginalized communities with resources to break cycles of poverty and become self-sufficient through STEM: Service, Training, Education and Mentoring.

Position Overview:

The Program Assistant Intern will support the Director of Programs in implementing and coordinating various educational, mentoring, and service-learning initiatives. This role provides a unique opportunity to gain practical experience in nonprofit program development, youth engagement, and community impact.

Key Responsibilities:

- **Program Logistics Support:** Assist in scheduling, setting up, and executing weekly programs and events.
- **Participant Engagement:** Interact with youth, parents, and volunteers during sessions to ensure a welcoming and organized environment.
- **Materials Preparation:** Help prepare and distribute materials needed for activities, workshops, and giveaways.
- **Attendance & Feedback:** Track attendance and help collect feedback from participants to measure program success.
- **Impact Reporting:** Assist with data collection and reporting for grants, board reports, and stakeholders.