

MENTOR/JOB COACH INTERN— providing job training and social skills education to high school students with autism

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry-level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen-printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a Mentor/Job Coach Intern to work alongside the Spectrum Works Job Coaches. If you are looking for a rewarding career, possess excellent communication and time-management skills, and collaborate well with others, then this is the job for you. The ideal candidate will be flexible, highly responsible, and eager to learn. By joining our team you will help provide young adults with autism the opportunity to live up to their potential for a stable, successful, economically self-sufficient life.

Spectrum Works is unique because our office is located within our partner company's facilities. Our Mentor/Job Coach Intern will supervise and train students with autism on how to perform specific job tasks, manage a work routine, and acquire the social/personal skills that are critical to successful employment while working in a formal work setting.

Commented [ARG1]: We can't say just office. Most of the kids who are supervised are currently working in a factory setting. If we expand and are in only office settings we can write this but for now it's also a factory setting.

PROGRAM RESPONSIBILITIES

- Supervise and coach trainees in specified workplace skills to achieve identified goals
- Develop and implement techniques to model occupational skills, work habits, and behaviors
- Help develop, coordinate and implement strategies to work with trainees
- Help students with graphic design projects for both customers and for Spectrum Works
- Help to develop and improve curriculum and come up with specific projects/activities for the students to complete
- Provide instructions to trainees and ensure individuals are able to complete required job tasks in both the factory and office setting

Commented [ARG2]: Is there any way we can combine this with the last one? Or with another one? I just don't know if it gives off a teacher vibe.

Commented [ALF3]: Ann Marie wants us to add different jobs that we do to make it job seem more interesting

- Document and maintain attendance records, log notes, and evaluations for each student
- Maintain professionalism in a manner that models workplace behaviors for trainees
- Maintain cooperative relationships with Spectrum Works partner companies (employers) and support the onsite experience of the trainees
- Teach trainees job readiness skills including: business communication, social skills, and workplace etiquette
- Assist with continuous improvement of the job training program

KEY QUALIFICATIONS

The ideal candidate will have excellent communication skills and an understanding of youth development. He/she should have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Education, Psychology, Sociology, Nonprofit Management or related fields
- Experience working with high school students and/or the special needs population is a plus
- Flexible days and hours, but must be available to begin work by 9:00 am (Typical schedule is 9:00 am-2:00 pm, but other options are available)
- Passion for the Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft WORD and Excel
- **A Plus:** Adobe Creative Suite

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

OTHER BENEFITS: Access to training certifications. To seek course list go to <http://directcourseonline.com/courses/> and choose your DirectCourse.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org. Please write **Mentor/Job Coach Intern** in the subject line. Applicants without a cover letter will not be considered.