



Job Description: Program Development Intern

Are you passionate about empowering the marginalized among us? Vickery Trading Company is a start-up non-profit social business operating a children's clothing line that renews hope for refugee women in Dallas. Our holistic approach to training includes career training as well as cultural assimilation and personal development. We are looking for an organized and creative leader who can assess refugee needs and develop and implement an effective plan to address them.

Reporting to the President, the Program Development Intern will have responsibility for Vickery Trading Company's (VTC) cultural assimilation and personal development programming. They will operate a robust program that will enhance Associates' ability to thrive in American culture while fostering a loving and supportive environment for them.

Responsibilities

- Build trust and develop rapport with Associates
- Identify training and service needs among Associate population, including but not limited to professional development, education, financial literacy and community resource needs
- Assist in development and implementation of training program that meets Associate needs
- Develop a training calendar and find resources to fulfill training needs
- Oversee Associate personal development training
- Develop and implement evaluation procedures for programs and Associates
- Execute necessary follow-up with Associates to enable mastery of trained skills
- Plan, organize and execute celebrations for Associates
- Coordinate volunteer needs for programming
- Other necessary administrative duties

Qualifications

- Must love people and be comfortable interacting in a multicultural setting
- Ability to relate to professionals and organizations in the community with the utmost professionalism
- Experience in Program Development, especially in low-income or social services settings a plus
- Proactive problem prevention and issue resolution ability
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Vickery Trading Company and the women we serve

Start Date: 1 Positions open until filled, Sep 4 – Dec 7, 2018 commitment

Hours: 15 hours/week; minimum 3 days per week; all hours in office

Compensation: This is an unpaid/Volunteer internship, but happy to provide a reference for experience

To Apply: Please send cover letter and resume to info@vickerytrading.org