



Working Wardrobes Job Description

Client Services Intern

About Working Wardrobes: Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We are a non-profit organization providing workforce readiness, job training and professional wardrobe services in an environment of dignity and respect. At Working Wardrobes, we do everything in our power to help men, women, young adults, and veterans overcome difficult challenges, so they can achieve the dignity of work.

Client Services Internship

The Client Services Intern will work with Client Services Manager and supporting team will support the Career Development team. This team works directly with clients to help with workforce readiness skills that include resume building, job search, career assessments and mock interviews. They will assist the organization in conducting outreach initiatives to help drive clients towards our new and existing programs both in person and virtually. You will have a direct impact on changing the lives of our clients from diverse populations.

Sample Responsibilities:

- Researching community partners for possible client referrals
- Creating outreach materials regarding client services
- Researching and compiling supportive services resources
- Data management in a client management system.
- Helping clients with basic computer skills in job search lab
- Helping clients with basic job search skills
- Assist in developing career development workshop curriculum and outreach materials

Desired Qualifications

- Studying towards a degree in Social Ecology, Human Services, Sociology, Psychology, Non-Profit Management, or related field
- Excellent administrative and organizational skills
- Effective communication skills
- Experience in PowerPoint, Canva, Adobe and other Microsoft Office applications needed
- The ability to work independently but willingness to pitch in on team projects as needed
- Spanish speaking preferred but not required

Benefits:

- Full access to workforce readiness training and one-on-one job coaching through the Working Wardrobes Career Success Institute
- A professional business suit through our Wardrobe Center
- Opportunity to apply academic skills and knowledge in a workplace environment
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
- Hands-on experience in Career Development and Client Services in a non-profit organization.

Information:

- 10-12 hrs./week
- Non-Paid. Academic Credit Internship
- Primarily in-person at our Career Success Center located in Santa Ana. Occasional virtual shifts.
- 1 semester required. 2 semesters or summer extension preferred.

Application Submission Requirements:

- Resume & Cover Letter
- Writing sample. Preferably within field of study.

Submit Applications to Bianca Herrera, Client Services Manager via email at biancah@workingwardrobes.org