

Columbia, SC

Job Readiness Training Center, Department of Juvenile Justice

<http://www.state.sc.us/djj/jrtc.php>

Application deadline for summer semester: March 1

Application deadline for fall semester: June 30

Application deadline for spring semester: October 15

Job Readiness Training (JRT) is an employability training program of the Department of Juvenile Justice designed for at-risk high school students. The program provides job skills training, career exposure and community internship/work experience for participants from eight sites located throughout South Carolina. Annually, each JRT site provides up to 60 high school students, ages 14-17, with comprehensive job readiness skills training, career exposure, and paid community internships at local businesses for a “real life” work experience.

The JRTC is accepting applications for their internship program. Ideal candidates will have excellent communication skills and a passion for working with the youth of South Carolina. Interns will provide administrative and case support, assist in program development, and will have the opportunity to network and build professional relationships in The South Carolina Department of Juvenile Justice. The JRTC offers flexible hours to student interns, with programs offered Monday through Saturday, and evenings after 5:00pm. Candidates must have reliable transportation.

Responsibilities include but are not limited to:

- Assisting with program development
- Case management
- Data analysis
- Hands-on experience with mentorship programs
- Writing press releases
- Generating promotional materials to advertise training programs
- Maintain and record student participation data
- Proofread various content for public communications
- Assist staff with various research

Eligibility

- Enrolled in the College of Arts and Sciences. (Applicable to all majors in the college)
- Sophomore, junior or senior standing
- A minimum 3.0 GPA overall

How to Apply

Please submit your resume to Robert Snipes at RJSNIP@scdjj.net with the subject line “Last name, first name – JRTC Internship”

Questions

Should you have any questions regarding this opportunity, please contact Laura Najim at (803) 777-0364 or by email at LNajim@mailbox.sc.edu