

INTERNSHIP REQUIREMENTS

- Must be 18 years of age or older
- Currently enrolled in an undergraduate program, graduate program
- Must commit to a minimum of 10 -15 hours per week per term
- To allow for appropriate supervision and guidance, hours must be fulfilled during the week (Monday – Friday) and in an hours block that takes place during the regular business hours of 8a – 5p
- Term length varies (based on educational institution). Average term is 9 weeks
- Possess and maintain a valid driver's license and auto insurance
- Pass a Level II AHCA Background screening (LSS paid)
- Applicants with, but not limited to, the following academic backgrounds are welcome: social work, TESOL, international studies, non-profit management
- Cross-cultural experience preferred
- Working knowledge of computers/software such as MS Word, Excel, Outlook
- Must be able to communicate orally and in writing
- Assertive, completes projects independently with minimum guidance

SAMPLE DUTIES OVER THE TERM

- Assist case managers in conducting client assessments and data entry
- Conduct file reviews to ensure compliance with grants
- Prepare client files for newly enrolled clients
- Set up apartments for new arrivals
- Receive and process donations
- Keep inventory housewares and furniture items
- Chaperone youth (ages 15+) on field trips
- Create and lead workshops available for clients
- Provide interpretation and/or translation of materials relevant to program activities, plans or appointments (if applicable)
- Conduct community outreach
- Duties may be amended as required by internship agreement with educational institution



LSS Internship Program



LSS was founded in 1979 as a hunger-relief agency.

We are the most robust community services provider in Northeast Florida, providing employment, career laddering, case management, and youth mentoring and tutoring. All our programs foster social and economic self-sufficiency.

Our entire mission centers on one objective: supporting others.

Internships are unpaid and are on-site at our offices: 4615 Philips Hwy
Jacksonville FL 32207.

Credit hours or core requirements available upon review/approval of corresponding educational institution terms - prior to internship placement.

LSS has contracts in place with UNF for Intern placements.

All interns are supervised by experienced staff.

An evaluation following completion of internship is provided.



CURRENT TERM

- Summer 2025, Fall 2025
- Open (6) Internship Slots:
- (1) – Youth Mentoring
- (3) – LSS Program Support
- (2) – Housing, Donations



APPLICATION PROCESS

- Rolling Application deadline for each term. Review your school's deadline for course credit
- Submit cover letter and resume to: jobs@lssjax.org
- Indicate term, Educational Institution, and area of interest