

Job Mentor Program Summer 2025 Internship Opportunities

Please keep in mind that placements are limited, and may not be available at the time of interview.

Internships are generally held for 7 weeks, up to 25 hours per week at the rate of \$12 per hour.

City of Albuquerque Community Recreation Summer Youth Program Staff (Various Locations)

Location: **Cesar Chavez Community Center (SE)**

General Tasks: Supervise and interact with kids age 6-15.

Preferred Schedule: Mon – Fri, 8 a.m. – 5 p.m.

Location: **Singing Arrow Community Center (SE)**

General Tasks: Supervise and interact with kids age 6-15.

Preferred Schedule: Mon – Fri, 9 a.m. – 2 p.m.

Location: **Thomas Bell Community Center (SE)**

General Tasks: Assist with summer meal distribution, prep activities, clean, file, answer phones, make copies.

Preferred Schedule: Mon – Fri, between 8 a.m. and 5 p.m.

City of Albuquerque Senior Affairs Home Services – Office Support

Location: 1620 1st St. NW

General Tasks: Basic filing, making copies, files & labels, folding outgoing mail, outgoing phone calls.

Preferred Schedule: Mon – Fri, 8:30 a.m. to 1:30 p.m.

City of Albuquerque Senior Centers (Various Locations)

Location: **Manzano Mesa Multigenerational Center, Senior Affairs**

General tasks: Front desk, assist with youth program, assist with splash pad, Microsoft Office, data entry, languages, outdoor work, cleaning and maintenance, childcare

Preferred Schedule: Mon-Fri 8:30 a.m. - 1:30 p.m.

Albuquerque Police Department

Location: 400 Roma NW

General Tasks: Assist with receptionist duties, data entry, and record keeping.

Preferred Schedule: Mon – Fri, 8 a.m. to 3 p.m.

Albuquerque and Bernalillo County Public Library Support Staff (Various Locations)

Location: **South Valley Library (SW)**

General Tasks: Help people register for Summer Reading Program, assist staff with clerical (computer) duties, help manage the collection, help with crafts and programming

Preferred Schedule: Tues – Sat., between 10 a.m. and 6 p.m. (flexible)

Bernalillo County Community Center Support Staff (Various Locations)

Location: **Westside Community Center (SW)**

General tasks: Reception, filing, aiding staff in groups to get equipment and plan activities.

Preferred Schedule: Mon – Fri, between 8 a.m. and 1 p.m.

Location: **Vista Grande Community Center (East Mountains)**

General tasks: Cleaning, front desk, summer programs, data entry, outdoor work, public-facing, maintenance, childcare experience, physical activity

Preferred Schedule: Mon-Fri 7 a.m. – 6 p.m.

Indian Pueblo Cultural Center – Guest Experience Support

Location: 2401 12th St. NW

General tasks: Guest Experience / Hospitality-Wayfinding, Participate in Tours and Group, check in Guest and other clerical duties surrounding Guest Experience.

Preferred Schedule: Mon – Fri between 9 a.m. and 4 p.m.

CABQ Summer Meal Program – Office Support

Location: 1812 Candelaria NW

General Tasks: Answer the phone, data entry, print and distribute information.

Preferred Schedule: Mon – Fri, 8 a.m. to 1 p.m. or 9 a.m. to 2 p.m.

Katharsis Media

Location: 7911 Mountain Rd. NE

General Tasks: Interns will be working learning how to use camera, lighting, sound and editing equipment to create television programming for the New Mexico Education Channel / Comcast 96. If there is enough interest, interns can also work on a short film or feature film during the summer.

Preferred Schedule: Mon – Thurs, 9 a.m. to 3:30 p.m.