

Job Mentor Program Summer 2024 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.

City of Albuquerque Community Recreation Summer Youth Program Staff (various locations)

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

General Tasks: Facilitate as Arts and Crafts teacher, serve youth breakfast and lunch.

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

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

General Tasks: Help and participate with children in summer recreation activities.

Preferred Schedule: Mon-Fri 8 a.m. – 1 p.m. or 1 – 5 p.m.

Location: **Herman Sanchez Community Center (SE)**

General Tasks: Recreation Leader.

Preferred Schedule: Mon-Fri 8 a.m. – 1 p.m. or 12 – 5 p.m.

Location: **Mesa Verde Community Center (NE)**

General Tasks: Work with small groups of kids. Multiple language skills preferred.

Preferred Schedule: Mon – Fri, 7:30 a.m. – 12:30 p.m. or 12:30 – 5:30 p.m.

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

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

Preferred Schedule: Mon – Fri, 8 a.m. – 1 p.m. or 1 – 6 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.

Location: **Therapeutic Recreation Program / Heights Community Center (SE)**

General Tasks: Help to manage desk, work with kids age 5-10.

Preferred Schedule: Mon – Fri, 7:30 a.m. – 1 p.m. or 12 – 5:30 p.m.

City of Albuquerque Youth & Family Services - Social Media Support

Location: 400 Marquette NW, 5th floor Scattered Sites

General Tasks: Assist with photography and creating social media content for the department.

Preferred Schedule: Mon-Fri, 10 a.m. – 3 p.m.

City of Albuquerque Youth and Family Services – Facility Maintenance & Operations Support

Location: Main Office - 1513 Broadway NE

General Tasks: Assisting with general maintenance task and office duties. They will be assigned to one of our technicians to assist with carrying tools, passing tools, general clean up after task is completed. Also, hands on learning in the fields of Electrical, HVAC, Plumbing, custodial work and general maintenance, office work to include filing, making copies and answering phones.

Preferred Schedule: Mon – Fri between 7:00 a.m. and 12:30 p.m. (Limited to 25 hours/week).

City of Albuquerque Health, Housing and Homelessness Department

Location: City Hall, City Shelters

General Tasks: Assist volunteers at various city shelters with a variety of activities to enhance the quality of life of our unhoused guests. Assist city efforts to recruit volunteers to take pictures and writing social media copy to spread the word about volunteer opportunities. Assist the public affairs efforts by drafting social media copy and to suggest social media content.

Preferred Schedule: Tues-Thurs, 9 a.m. – 2 p.m.

City of Albuquerque Open Space Division – Program Assistant

Location: **Open Space Visitor Center**

General Tasks: Complete program prep (getting materials ready, stapling, binding, filling water bottles), actively assist in programs (talking to students during activities, helping them with tools like binoculars/magnifying glasses), and program take down (putting materials away, cleaning materials).

Preferred Schedule: Tues-Fri 7:30 a.m. – 1 p.m.

City of Albuquerque Senior Affairs Information and Assistance – Office Support

Location: **1620 1st St. NW**

General Tasks: Assisting with preparing mailings, taking voice mails, filing, general office duties.

Preferred schedule: Mon-Fri 8 a.m. – 1 p.m.

City of Albuquerque Senior Affairs Home Services Support Staff

Location: **1620 1st St. NW**

General Tasks: Assist Home Services Construction Workers with yard cleaning, building ramp/walker step/handrails, installing & delivering medical equipment, and minor home repairs.

Preferred schedule: Mon – Fri, 8 a.m. – 3:30 p.m.

City of Albuquerque Senior Affairs Case Management – Office Support

Location: **714 7th St. SW**

General Tasks: Assisting Case Managers with client information, entering info into the system, administrative tasks, ride-along with Case Managers, various trainings.

Preferred schedule: Mon-Fri, between 8 a.m. and 3 p.m.

Albuquerque and Bernalillo County Public Library

Location: **International District Library (NE)**

General Tasks: Summer reading desk helper, may also include assistance at Summer Reading special events. Library Pages: shelving returned materials. Other library programs and events help.

Preferred Schedule: Tues-Sat between 10 a.m. and 6 p.m.

Location: **Main Library (Downtown)**

General Tasks: Shelf library materials/assist with programs and prepping crafts

Preferred Schedule: Mon-Wed, Sat, 2 – 6 p.m.

City of Albuquerque BioPark – Camp BioPark Counselor

Location: **ABQ BioPark (NW / SW)**

General Tasks: Assist during Camp BioPark summer sessions. Tasks may include setup/breakdown of classroom activities, assist camp students with activities / lessons, keep camp students together in a group. Will lead one short lesson for the camp and supervise students during lunch. **Must be 16-18 years old.**

Preferred schedule: Mon-Fri 8:15 a.m. – 1 p.m. OR 12:15 – 4:30 p.m.

City of Albuquerque Military and Veteran Affairs – Assistant

Location: 1100 Louisiana Blvd SE

General Tasks: Assist with project management tasks for a variety of different projects both internal and external to the City of Albuquerque. Update CABQ webpages pertaining to Military and Veterans Affairs. Also assist with setting up and staffing events both on and off site.

Preferred Schedule: Flexible

City of Albuquerque Office of Equity and Inclusion

Location: One Civic Plaza, 4th Floor Room 4072

General Tasks: Data entry, file organization, social media, and event logistics

Preferred Schedule: Mon – Fri, between 8 a.m. and 5 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. – 1 p.m.

Bernalillo County Community Center Support Staff (various locations)

Location: **Vista Grande Community Center (Sandia Park)**

General Tasks: Administrative, janitorial, and customer service duties.

Preferred Schedule: Mon-Fri, between 7 a.m. and 6:30 p.m.

OffCenter Community Arts Project

Location: 808 Park Ave. SW

General Tasks: Studio organization of art supplies and art material donations, preparation of art kits, assisting teachers at art classes and workshops, assisting community members in the studio.

Preferred Schedule: Tues, 10 a.m. – 4 p.m., Wed-Thurs 10 a.m. - 6 p.m., Sat. 10 a.m. – 2 p.m.

National Institute of Flamenco

Location: 1771 Bellamah Ave NW

General Tasks: Arts Admin, Office Work, Grassroots Marketing, Festival Flamenco Workshop Space Preparation, Festival Flamenco Workshop and Poster Crew Work

Preferred Schedule: Mon-Fri, 9 a.m. – 1 p.m.