



Internship Job Title: Reception/Clerical Worker

Company Name: Family Promise of Sussex County
Street Address: 19 Church Street
City: State: Zip: Newton, NJ 07860
Phone: 973-579-1180
Fax: 973-440-1839
Supervisor's Name: Chris Butto
Supervisor's Title: Executive Director
Email: cbutto@familypromisesussex.org

Start Date: Flexible
Approximate End Date: Flexible
Hrs/Wk: Flexible
Wages/Hr: N/A

Specific skills required for this internship:

1. Communication, organization, listening and following procedural steps
2. Maintaining confidentiality
3. Compassion, caring and understanding.
4. Basic computer skills, email, word documents, and spreadsheets.

Specific duties the student will learn to perform:

1. Answer phones and assist callers with completing an initial screening.
2. Filing and other clerical duties
3. Assist with event preparation and planning
4. Keyboarding, data entry, team work and office etiquette.

Family Promise of Sussex County is a non-profit organization providing services to at-risk and homeless individuals and families. Our Housing specialist work with clients to regain housing stability and to support needs in areas of food, medical and dental care, mental health, substance abuse and other areas as per individual and family need. Internships are available on a flexible schedule Monday through Friday 8:00 am to 6:00 pm.