



Turn Your Life Around

for University of Arizona

General Description: Turn Your Life Around is an Outpatient Recovery Center for men and women in recovery from drugs and/or alcohol. Our agency provides educational and counseling services for people who have a DUI or have been reprimanded for domestic violence, substance abuse, anger management, or civic responsibility. T.Y.L.A. has the desire and the passion to help all people in the Tucson community improve their life in any way possible, and would love to have interns from the University of Arizona join in this process of improving our community.

Internships Available:

Summer **5/14/18 - 8/17/18**

Fall **8/20/18 - 12/14/18**

Spring **1/16/19 - 5/17/19**

Agency Minimum Qualifications: In Junior or Senior year of college and experience working with Microsoft office. If you are a dedicated sophomore and are interested in interning with us, please apply and we will discuss opportunities.

Agency Preferred Qualifications: In their Junior year meeting the requirements for internship credit. Experience working in an office and speaking a second language is preferred. Individuals who commit to more than one semester is always preferred.

Internship Description: Unpaid

There are two different teams that you can be apart of. There is our administration team and our fundraising and outreach team. Administration is aimed towards the following majors: Public Health, Psychology, Criminal Justice, and Public Policy and Management. Fundraising and Outreach is aimed towards Marketing and Communication majors. However, you are welcomed to apply to either team.

-Administration Description:

- Interns will assist clients as they fulfill their court mandated consequences, as well as help them through their recovery process.
- Students will help with clinical file keeping and maintenance, answering phone calls and emails, helping clients in figuring out the appropriate services they need, and reporting their progress to court or to the Motor Vehicle Division.
- Interns have the opportunity to observe support groups and clinical therapy groups.
- Interns may be asked to help or manage events related to fundraising and outreach opportunities.
- Students will use Microsoft Office and Outlook daily to sign-in clients for counseling sessions and for scheduling appointments.
- Interns will be asked to take clients payments in person or over the phone, as well as handle security sensitive information daily.

- Interns will work in a busy fast-paced environment, where they will provide friendly and non-judgmental services to all.

-Fundraising and Outreach Description:

- Interns will work alongside the Director, on our Fundraising and Outreach Team
- Interns will help manage events related to fundraising and outreach opportunities
- Interns manage social media accounts
- Interns reach out to community members
- Tasks include writing a newsletter, donation requests, grant writing, thank you letters
- Interns will work in a busy fast-paced environment, where they will provide friendly and non-judgmental services to all.
- Must work well under pressure

Purpose of the Internship:

- This internship will give students the knowledge and abilities they need to work for a non-profit organization.
- Interns will gain skills on how to appropriately interact with people from different backgrounds in a professional environment.
- Interns will leave with basic office skills; such as: answering phones and emails, using Microsoft, Outlook, handling confidential information, taking payments, making copies, sending faxes, scanning, filing, and much more.
- Our ultimate goal is to help mold our University of Arizona interns into compassionate and empathetic workers who will give back to our Tucson community.

To Apply:

Email tylainternships@gmail.com with a cover letter, resume, screenshot of unofficial transcripts, and work availability (Monday-Friday from 9-6pm). Always feel free to call our office at 520-888-0651 or 520-887-2643 for more information.

Expected Contact:

We will do our best to contact students via email or phone as soon as possible after submitting all of their information.

Contact Person:

Amber Press: 520-888-0651

Agency/Organization Website link:

<http://www.tylahelps.com/>