



October 1, 2009

YES Institute is offering an unpaid internship as an Administrative Assistant. This opportunity will provide hands-on experience with a variety of office management skills.

Responsibilities include:

- Supporting coordination of day-to-day office operations.
- Assisting Chief Financial Officer with office-related finances.
- Maintaining and supporting existing channels of communication with YES volunteers, supporters, and course participants.

Prerequisites:

- Bi-lingual
- A connection to YES mission.
- Interest in being an Administrator or Executive.
- Familiarity with Mac computers.
- Self-Starter and willing to be coached in YES' distinctive communication and education models.

About YES Institute

Vision - A community in which all youth develop as healthy individuals free of suicide, violence, and discrimination.

Mission - To prevent suicide and ensure the healthy development of all youth through powerful communication and education on gender and orientation.

Dialogue for Purposeful Action

YES Institute works in dynamic partnerships with individuals and organizations committed to creating a safer world for all youth. Our trained course leaders and speakers facilitate open, inclusive discussions on gender and orientation that honor all points of view. Initiating dialogue is the first step we take in creating environments that are safe and supportive for all youth and families.

Please apply by sending your resume to brittney@yesinstitute.org or by faxing, (305) 633-7197. Our phone number is (305) 663-7195. Office hours: Monday - Friday, 9AM - 5PM.

Powerful Education Courses

YES Institute offers groundbreaking workshops on gender, orientation, communication, and leadership. Universities from around the country seek our materials as the most up-to-date and innovative on these topics.

Our courses are open to everyone and offer Continuing Education Units (CEUs) to teachers, counselors, registered nurses, clinical social workers, and mental health professionals.

Please apply by sending your resume to brittney@yesinstitute.org or by faxing, (305) 633-7197. Our phone number is (305) 663-7195. Office hours: Monday - Friday, 9AM - 5PM.