



## Next Gen Wealth Academy

# Internship: Financial Stability+Career Services

*Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need*

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**Position:** Financial Stability+Career Services Internship (*unpaid*)  
**Location:** 1421 Mockingbird Ln, Dallas, TX 75247  
**Time commitment:** As discussed and agreed upon by on-site supervisor.  
**Site hours:** Monday- Friday 8am-6pm.  
**Age Requirement:** 21 years and up  
**Supervisor:** Maria C. Rivera [mrivera@ccdallas.org](mailto:mrivera@ccdallas.org)

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### Mission: Next Gen Wealth Academy

The impact of Next Gen Wealth Academy program is to provide families and individuals the resources they need to live a life that is not held back by financial hardships. Rather, we want to help people transform their lives through money management skills, jobs with better pay, and rent/ utility assistance. As an intern, you will partner with Catholic Charities in providing this needed service to the community we serve.

### Internship Description

Our goal is to empower the community with financial knowledge not only in a classroom setting but through individual coaching. By covering everything from budgeting to how to purchase a home, each student will also learn life skills that they can implement for their own financially successful and secure future. Our interns will gain valuable experience in business administration and community outreach, and they can even help to directly lead presentations and events for financial stability. Join us today to make a lasting impact in our communities and gain career experience.

### Intended Outcome

By participating as an intern for Next Gen Wealth Academy you contribute to the mission of protecting and supporting vulnerable people. Your efforts will help CCD continue our efforts to empower individuals, both young and old, in our community. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Next Gen Wealth Academy.

## Values of a Successful Intern

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

## How to Apply

Please send the following items to the Volunteer Manager: [volunteer@ccdallas.org](mailto:volunteer@ccdallas.org)

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit
- Internship length and time commitment
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas

## Process Steps

1. . Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete
5. your internship on boarding of : background check, online training, submit 3 references that will be
6. contacted as character references.
7. 5. You will then be formally placed in the internship and can begin on a previously approved start date.