



EMPLOYER NAME AND LOCATION:

The National Runaway Safeline (NRS), 3141B N Lincoln Avenue, Chicago, IL

POSITION TITLE: Crisis Line Work-Study: Resource Database Assistant

COMPENSATION: \$14/hr

DURATION: 10-15 hours per week a semester for current academic year

ABOUT US:

The National Runaway Safeline (NRS) is a 501(c)(3) organization committed to ensuring that America's runaway, homeless and at-risk youth are safe and off the streets. NRS provides critical crisis intervention and resources for youth and families 24 hours a day, 365 days a year via a hotline, text, chat, email, and an online forum. The organization is based in Chicago and serves youth in crisis and their families from across the U.S. and the U.S. Territories.

GENERAL POSITION DESCRIPTION:

- Research youth and family resources nationwide to expand NRS' national resource database of agencies and organizations.
- Collaborate with representatives from human service agencies across the country to successfully enter critical program and service information into database.
- Assist in verifying and updating existing resource records within the database to reflect current services and programs.
- Communicate effectively about the NRS services and mission to service providers across the country and enlist new partnerships for inclusion into the database.
- Respond to crisis service center notifications of out-of-date information within database records and work with team to update.

TRAINING:

Work-study students will complete an NRS orientation and receive job related training. Additionally, continuing education courses offered to staff may be made available to work-study students.

SKILLS AND QUALIFICATIONS:

- Currently enrolled in an undergraduate or graduate program.
- Majoring in a human services, non-profit management, computer science or related field.
- Interest in working for a non-profit with a specific focus on maintaining and expanding critical resources for America's runaway, homeless youth and their families.

- Interest in researching social services and programs for youth and families, understanding the social services system locally, statewide and nationally.
- Strong attention to detail and tenacity with research and discovery.
- Schedule preference is Monday through Friday from 9am - 5pm.

DEPARTMENT STUDENT EMPLOYMENT PHILOSOPHY: NRS considers all student employees to be a critical part of NRS' team.

WORK LOCATION: Work-study location is at the 3141B N Lincoln office in Chicago, IL and/or approved remote location.

LEARNING & SKILL OUTCOMES, OBJECTIVES AND DUTIES:

1. Develop an understanding of resource database management by communicating with prospective resource partnerships and entering critical information into the national communications resource database.
2. Become an effective youth advocate by researching available resources for youth and families, understanding services available to meet their needs, and communicating effective NRS services to potential resource partners.

HOW TO APPLY:

To apply for this position, please email your résumé, cover letter and information below to humanresources@1800runaway.org. No phone calls please.

- Current school and program
- Any school requirements needed for work-study program
- Your availability (days and hours)
- Reason you are a great fit for this work-study opportunity