



**CHILD CARE CHOICES
OF BOSTON**

April 15, 2019

Dear **NAME**,

I am pleased to offer you an unpaid internship as Program Assistant at Child Care Choices of Boston (CCCB). As Program Assistant you will assist in the daily activities and administrative operations of the various teams within CCCB. You will work closely with Family Services, Provider Services, and Information & Referral staff to ensure that clients are served efficiently. Your duties and assignments for this position will include but may not be limited to the following:

- Scheduling client appointments, collecting and processing client documentation, and filing.
- Assist Family Services Specialists with retrieving and responding to outstanding voice mails and emails.
- Provide outgoing assistance to parents, providers and other interested parties regarding access and availability of subsidized child care.
- Perform data entry and other related tasks to assist with the maintenance of community, provider and client databases.
- Update Information and Referral resource information.
- Help to identify community resources and educational materials related to services and care for children.
- Assist in ongoing production and distribution of written outreach materials.

Your anticipated start date will be Monday, June 3, 2019 and is contingent upon the approval of a CORI check. The final day of your internship is scheduled tentatively for Friday, August 16, 2019. You will work 35 hours per week (Monday – Friday 9:00 a.m. – 5:00 p.m. less one hour for lunch) and you will be supervised by **Name, Title**. If you have any questions, please feel free to contact me at 555-555-555 or **EMAIL**.

Sincerely,

Name

Title