



Depending on your interests and Deliver Hope's needs, all or some of the following will be part of your role at Deliver Hope. This is to be worked out with your supervisor.

Responsibilities may include:

- Assist with the delivery of programming, both in a one on one and group settings in our building, and one on one in the community when appropriate (homes, schools, etc).
- Participate in daily check-ins with supervisor providing your daily objectives and accomplishments, occasionally attend trainings and team meetings when requested.
- Provide administrative support, including daily data entry; program supply, organization, and preparation; answer and direct calls and visitors including young people, their families or community partners to appropriate staff; and support reconciliation of program expenses, etc.
- Participate in regular programming including restorative justice circles, community outreach, field trips, and the general engagement of young people, their families, and community partners.
- Assist in special projects based on student's interests and the needs of the organization, some examples include supporting curriculum development, creating reference materials for young parents, resources for the homeless, substance abuse resources and referrals, and working on policy and advocacy research & analysis, etc.
- Complete other tasks as they arise and are assigned by supervisors. Please note that most of Deliver Hope's internships are approximately 50% administrative and 50% direct service.

Deliver Hope Internship Requirements & Policies

- Adhere to all Deliver Hope program policies and procedures.
- Complete screening process. Fill out all required paperwork.
- Complete Internship Orientation.

- Communicate regularly with program staff, submit activity information, and accept constructive feedback.
- Interns are required to commit to a minimum of 4 hours per week for a minimum of 3 months with Deliver Hope. Candidates who can commit to 6 months or more are given priority
- Be organized, self-motivated, and have excellent boundaries. Computer literacy and the ability to learn data entry is required.
- Hours and supervision will depend on each Intern's requirements and Deliver Hope's needs. If at any point the intern or Deliver Hope determines that the position is no longer a good fit, Deliver Hope will support you in transitioning elsewhere.
- Given that Deliver Hope works with at-risk youth, all interactions between interns and participants must be professional and intentional.
- Interns must be 18 years or older

To apply: email your resume & cover letter to laura@deliver-hope.org.

*All internships are unpaid.

*Only fully completed applications will be considered.