

## 2010 Participating Agencies

**Interested students must apply directly to each agency. Resumes received by Volunteer Fairfax or ExxonMobil will not be considered.**

ACT for Alexandria  
AHC, Inc.  
Alzheimer's Association of the National Capital Area  
American Diabetes Association  
American Horticultural Society  
American Red Cross, Arlington County Chapter  
American Youth Philharmonic Orchestras  
Animal Welfare League of Arlington  
Annandale Christian Community for Action (ACCA)  
Boat People SOS  
Carpenter's Shelter  
Central Fairfax Services, Inc.  
CrisisLink  
Dance Place  
Dumbarton House  
Ethiopian Community Develop Council  
Fairfax CASA  
Fairfax Library Foundation  
Fairfax Symphony Orchestra  
Fall For the Book  
Family, Career and Community Leaders of America, Inc.  
Federation of American Scientists  
Food & Friends, Inc.  
Food For Others  
Foster Care Alumni of America  
Friends of the Frying Pan Farm Park, Fairfax County 4-H  
Goodwin House Bailey's Crossroads  
Greenbrier Learning Center  
Habitat for Humanity of Northern Virginia  
Homestretch, Inc.

INOVA Kellar Center  
Jeanie Schmidt Free Clinic  
Jewish Community Center of Northern Virginia  
Leukemia & Lymphoma Society  
Liberty's Promise  
Lupus Foundation of Greater Washington  
Lutheran Social Services of the National Capital Area  
Manassas Museum Associates  
Mautner Project: The National Lesbian Health Organization  
Miriam's Kitchen  
Mount Vernon Ladies Association  
National Children's Museum  
National Multiple Sclerosis Society  
National Student Partnerships  
New Hope Housing  
Northern Virginia Therapeutic Riding Program  
Offender Aid and Restoration-Arlington  
Pathway Homes  
PRS, Inc.  
Reston Historic Trust  
Signature Theatre, Inc.  
Special Olympics Virginia  
Stop Child Abuse Now of Northern Virginia (SCAN)  
The JASON project  
The National Society of Collegiate Scholars  
Virginia Association of Parks, Mason Neck State Park  
Volunteer Alexandria  
Wesley Housing Development Corporation  
Western Fairfax Christian Ministries  
Youth Service Opportunities Project (YSOP)

**ACT for Alexandria**

311 Cameron Street  
Alexandria, Virginia 22314  
[www.actforalexandria.org](http://www.actforalexandria.org)

Internship Type: Other

Position: Philanthropy Intern

Supervisor: Brandi Yee, [brandi.yee@actforalexandria.org](mailto:brandi.yee@actforalexandria.org)

Dates: 6/21/2010 to 8/13/2010

**Internship Description:**

The Philanthropy Intern will support the work of ACT, while learning about the local nonprofit community and gaining crucial skills in fundraising, marketing & communications, and program development. This is a great opportunity for an undergraduate student who would like to develop professional skills and learn about foundations, grant-making and the nonprofit sector. Potential projects include marketing and promotion of our online care giving and community building partnership with Lotsa Helping Hands, analysis of donor prospects and engagement opportunities, as well as research on best practices in grant-making and building the capacity of nonprofit organizations. ACT is willing to work with matching the best projects to fit your interests.

**Duties & Responsibilities:****Marketing & Outreach**

- Conduct outreach to faith-based organizations, hospitals, and senior assisted living homes to publicize ACT's partnership with Lotsa Helping Hands
- Draft articles for monthly newsletter and set up calendar of article topics for each month
- Review ACT web site and make recommendations for improvement

**Fund Development**

- Research funding opportunities for ACT and drafting grant applications for these opportunities
- Research third party business incentive partnership programs to provide additional funding opportunities
- Program Development
- Brainstorm topics and develop breakout sessions for 6th Annual Nonprofit Excellence Forum
- Research best practices in capacity building grant giving to improve ACT's grant program and make recommendations to Program Director and Community Investment Committee

**Other**

- Accompany program staff on site visits and meetings with nonprofit organizations and city agencies
- Provide support to other philanthropy initiatives
- Respond to requests for information regarding ACT's grant making opportunities and philanthropy initiatives
- Perform other duties as assigned

**AHC, Inc.**

2230 N. Fairfax Dr. Suite 100  
Arlington, Virginia 22201  
[www.ahcinc.org](http://www.ahcinc.org)

Internship Type: Children/Youth  
Position: Summer Program Coordinator  
Supervisor: Jennifer Cavaliere, cavaliere@ahcinc.org  
Dates: 6/21/2010 to 8/13/2010

**Internship Description:**

Intern will assist in running two summer programs, each for 18 children, ages 6-11, four afternoons per week at two community centers in low-income apartment communities owned by AHC. One day each week the intern will work at the head office to help with camp administration and activity planning. While at the camps, the intern will help plan and provide structured activities for children using the resources at the centers (cooking lessons, arts and crafts, computer activities, outdoor games); help design systems to make programs run smoothly (sign-in/sign-out sheets, rules, etc.); help plan and attend field trips; maintain good discipline; help recruit participants; and keep accurate records of money spent and program outcomes for grant reports.

**Alzheimer's Association of the National Capital Area**

3701 Pender Drive, Suite 400  
Fairfax, Virginia 22030  
[www.alz-nca.org](http://www.alz-nca.org)

Internship Type: Program Assistance/Program Development  
Position: Community Outreach Intern  
Supervisor: Ian Kremer, ian.kremer@alz.org  
Dates: 6/21/2010 to 8/20/2010

**Internship Description:**

The intern will work with multiple staff primarily to plan outreach and logistics for one or two Alzheimer Candlelight Rallies, to take place in early fall 2010. While the actual events will take place after the internship is concluded, we will engage an intern from a local university so that he or she can be at the event(s) and see first-hand the finished product.

Internship responsibilities will involve contacting existing and potential new community partner organizations to promote the events; drafting templates of promotional tools; engaging in targeted outreach directly to families touched by Alzheimer's; assisting with site logistics work to secure event sites (e.g., working with the site management company on the agenda, site plan, permits); researching vendors for event supplies and materials; and recruiting and assigning volunteers.

**American Diabetes Association**

1025 Connecticut Ave. NW #1005  
Washington, D.C. 20036  
[www.diabetes.org](http://www.diabetes.org)

Internship Type: Development/Fundraising/Special Events  
Position: Special Events and Community Development  
Supervisor: Allison Conley, aconley@diabetes.org  
Dates: 5/17/2010 to 7/23/2010

**Internship Description:**

This internship will enable a skilled student to assist the American Diabetes Association by working on the premier fund-raising event entitled Step Out: Walk to Fight Diabetes. The selected intern will have the opportunity to gain valuable experience in event management, fundraising, sponsorship development, and community outreach. Under the supervision of the Step Out staff, the intern will be responsible for various duties including:

**Fundraising and Event Planning**

- Assist with planning & implementation of a special event
- Assist with donor tracking and follow-up
- Draft letters to prospective sponsors and special guests
- Design and prepare event materials
- Set up meetings and make fundraising asks
- Attend professional and community meetings to recruit interested parties to participate in Step Out
- Assist with special programs and other ADA events
- Follow up with constituent requests
- Organize day-of-event volunteer responsibilities
- Assist in managing volunteer database

**American Horticultural Society**

7931 East Boulevard Ave.  
Alexandria, Virginia 22308  
[www.ahs.org](http://www.ahs.org)

Internship Type: Program Assistance/Program Development

Position: Youth Programs Internship

Supervisor: Stephanie Jutila, [sjutila@ahs.org](mailto:sjutila@ahs.org)

Dates: 5/17/2010 to 8/27/2010

**Internship Description:**

Specifically, the Youth Programs Intern will assist in the planning and coordination of the only national annual conference dedicated to engaging children and youth in gardening activities--the 18th annual National Children & Youth Garden Symposium in Pasadena, CA July 22-24, 2010.

The youth programs internship is open to individuals interested in engaging children and youth in gardening activities. Candidates with education, work experience, or training related to teaching, museum studies, and horticulture will be given preference.

The Intern will also assist with children's programs at the Society's national River Farm headquarters, including school group tours, summer camp programs, the River Farm Children's Garden, and other related projects.

**American Red Cross, Arlington County Chapter**

4333 Arlington Boulevard  
Arlington, Virginia 22203  
[www.arlingtonredcross.org](http://www.arlingtonredcross.org)

Internship Type: Children/Youth  
Position: Youth Services Intern  
Supervisor: Heather Pritchett, [hpritchett@arlingtonredcross.org](mailto:hpritchett@arlingtonredcross.org)  
Dates: 6/21/2010 to 8/13/2010

**Internship Description:**

The CSJP intern will be responsible for managing our summer youth volunteer program for youth ages 12 to 18. This includes the large task of managing the Safety Education Program. In this program, Youth Team volunteers are trained to effectively teach elementary-aged children about water safety, basic first aid, and disaster preparedness. The intern will help train the youth volunteers, stay in contact with summer camps and schools regarding scheduling the lessons, and accompany and supervise the youth volunteers during the lessons. He/she will also develop and execute the Youth Team's annual summer fundraiser. Each summer, Youth Team volunteers host a different fundraiser to raise money for our Chapter. Additionally, the intern will develop meaningful Youth Team volunteer projects and activities and accompany the volunteers on these projects. Some skills that the intern will gain/use during their internship are as follows: program management, volunteer database maintenance, volunteer recruitment and retention, fundraising, public speaking, administrative skills, professional development, and education.

**American Youth Philharmonic Orchestras**

4026 Hummer Rd  
Annandale, Virginia 22003  
[www.ayporchestras.org](http://www.ayporchestras.org)

Internship Type: Planning/Administration  
Position: Arts Administration Intern  
Supervisor: , [hhanneke@aypo.org](mailto:hhanneke@aypo.org)  
Dates: 5/31/2010 to 7/23/2010

**Internship Description:**

The intern will be responsible for the preparation and execution of AYPO's annual auditions. This will include recruitment, training, and management of volunteers for auditions. After auditions, the intern will assist to compile membership materials and process registrations. Other major tasks will include development work, to include grant research, and a workshop/visit to the Foundation Center. The intern will also organize and execute a post-concert reception that will be attended by 800 people. He/she will assist with the organization and implementation of an office relocation.

**Animal Welfare League of Arlington**

2650 S Arlington Mill Dr.  
Arlington, Virginia 22206  
[www.awla.org](http://www.awla.org)

Internship Type: Education/Instruction  
Position: Humane Education Intern  
Supervisor: Jennifer Newman, [jnewman@awla.org](mailto:jnewman@awla.org)  
Dates: 6/14/2010 to 8/6/2010

**Internship Description:**

The Humane Education Assistant will: 1) Organize 4 summer day camps (taking place in July) including games, crafts, snacks, humane education presentation content, and scheduling of speakers and volunteers 2) Organize registration of campers and send camp information to registered campers. The Humane Education Assistant will follow up with camper/parent questions, create an evaluation form for campers and parents to complete at the close of each camp session, and send receipts and thank you letters to parents of campers. The Humane Education Assistant will help create a list of supplies needed for camp and help shop for the items (accompanied by a supervisor and paid for by the League). The Humane Education Assistant will assist in the implementation of the 4 summer day camps including assisting with and leading camp activities, handling of animals (training to be provided). The Humane Education Assistant will schedule, remind/follow up and thank all speakers.

**Annandale Christian Community for Action (ACCA)**

7200 Columbia Pike  
Annandale, Virginia 22003  
[www.accacares.org](http://www.accacares.org)

Internship Type: Technical/Computer Assistance  
Position: Communications/Outreach  
Supervisor: Director Isabel Ballivian, [isabelballivian@gmail.com](mailto:isabelballivian@gmail.com)  
Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

The intern will explore various internet platforms to improve ACCA CDC's outreach to community stakeholders and augment our development capacity.

Among other duties, the intern will be responsible for updating and/or developing the organization's handbooks, brochures, newsletter, flyers, website content and additional publicity materials.

He/she also will be charged with enhancing the Center's communication and development efforts by leveraging social networking sites (e.g. Facebook, Flickr, YouTube, MySpace, etc.).

With assistance from the Director, the handbook and brochure will be published in English and Spanish. The Director and intern will involve the CDC board, staff and parents in decisions about content, changes and upgrades.

**Boat People SOS**

6066 Leesburg Pike Suite 100  
Falls Church, Virginia 22041  
[www.bpsos.org](http://www.bpsos.org)

Internship Type: Public Relations/Marketing  
Position: Community Outreach and Event Planner Intern  
Supervisor: Shandon Phan, shandon.phan@bpsos.org  
Dates: 6/1/2010 to 7/23/2010

**Internship Description:**

The Community Outreach and Event Planner Intern will organize and implement an anniversary celebration event on the 30th anniversary of our organization, which coincides with the 35th anniversary of the Vietnamese community in Fairfax County. The intern will gain professional organizing and planning experience by bringing together partners and community members to reflect upon and commemorate the Vietnamese-American experience. The event will also be an opportunity to celebrate the inspirational work of the many community organizations that have supported Vietnamese immigrants and refugees in their search for freedom and self-sufficiency. Through celebration and reflection, the event will be a call to action for younger generation Vietnamese-Americans to invest in public service and civic engagement opportunities.

The intern will be responsible for the following:

- Work with BPSOS staff and partners to document and present the inspiring history of BPSOS and the experience of the Vietnamese community in the US to the public on this historic occasion;
- Build partnerships and clear roles and responsibilities for partners participating in the commemoration event;
- Work within the community to secure date and location for the event;
- Create a planning timeline and delegate appropriate tasks;
- Plan an agenda for the event that ensures a cohesive, engaging and relevant program of events;
- Work with existing and new partners to secure sponsorships for the event;
- Identify, invite and secure keynote speakers and/or panel speakers as well as important guests and public figures;
- Develop and distribute outreach materials and advertisements (brochures, flyers, save the dates, etc.);
- Work with PR & Communications Manager to create the program book for the event;
- Assist with the production of television and radio programs useful for event advertising, including possible appearances on radio talk shows and television talk shows to discuss and promote the event;
- Recruit volunteers from colleges and universities, particularly Vietnamese Student Associations;
- Coordinate the activities of staff, volunteers and partners during the event, including leading weekly team meetings of BPSOS staff who will support project implementation; and
- Evaluate event success and lessons learned.

**Carpenter's Shelter**

930 North Henry Street  
Alexandria, Virginia 22314  
[www.carpentersshelter.org](http://www.carpentersshelter.org)

Internship Type: Development/Fundraising/Special Events  
Position: Special Events Assistant  
Supervisor: Jasmin Witcher, [jasminwitcher@carpentersshelter.org](mailto:jasminwitcher@carpentersshelter.org)

Dates: 6/14/2010 to 8/6/2010

**Internship Description:**

The Intern will be responsible for helping to plan and orchestrate Carpenter's signature fall fundraiser event, Urban Country Night. The intern will assist with all planning aspects of the event including logistics, ticket sales, auction procurement, event advertising, and sponsorship. The intern will assist in organizing and managing an extensive live and silent auction and creating an auction program book. The intern will organize, coordinate and participate in bi-monthly planning committee meetings. The intern will in turn gain relevant and professional experience managing special events while increasing their knowledge of the nonprofit sector as well as homelessness and poverty issues.

**Central Fairfax Services, Inc.**

6860 Commercial Drive  
Springfield, Virginia 22151  
[www.centralfairfaxservices.org](http://www.centralfairfaxservices.org)

Internship Type: Program Assistance/Program Development

Position: Person Centered Program Instructor

Supervisor: Jacquelyn Scholl, [jscholl@centralfairfaxservices.org](mailto:jscholl@centralfairfaxservices.org)

Dates: 5/31/2010 to 7/23/2010

**Internship Description:**

**GENERAL STATEMENT OF DUTIES:** Provide opportunities for individuals with intellectual and other related disabilities to experience diversified recreation, leisure, and social activities. Responsible for researching, developing, and implementing person centered activities in order to foster self awareness, increase self esteem, develop social skills, teach new leisure skills, improve fitness, and provide stimulation to the persons served according to their interest, abilities, etc.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Develop goals/objectives for you to achieve with the individual and/or group involved in the person centered activity.
- Follow stated goals/objectives for each activity and ensure program objectives are met. Inform the individual/group of the expectations prior to initiating the activity.
- Maintain a daily/weekly activity schedule for the individuals involved. Apprise the staff and the individuals served of any changes in the schedule or activity as they occur.
- Assess the skills of the persons served; analyze the information gathered in order to determine the needs and abilities as well as the appropriateness of the activity. Assure that the activity is person centered (an activity the individual enjoys, wants to participate in, etc.)
- Actively participate in the activity providing support and encouragement to all participants.
- Document and provide feedback to CFS staff regarding the individual's progress, interest, etc. in the activity.
- Research, contact, and utilize community resources for person centered activities.
- Follow agency procedures concerning the health and safety of the individuals, emergency situations, facility, universal precautions, program standards, standards of normalization, human rights issues, and other policies and procedures as reviewed in the orientation and training provided by the CFS.

- Establish and maintain communication with families, residential providers, etc. as needed regarding the progress and involvement of the individual in the activity.
- Maintain a journal based on the needs and interests of the individual(s), the purpose of the activity, and the benefit from engaging in the activity.
- Provide a safe, orderly working environment.
- Participate in department, management, and individual meetings for the person served as appropriate.
- Consult with the Person Centered Activities Manager and other disciplines (speech therapy, occupational therapy, and physical therapy) at CFS to develop appropriate methods of working with the individual or group.

**QUALIFICATIONS:**

- Some general knowledge or experience in working with adults with developmental disabilities.
- Currently enrolled undergraduate student who will be returning to college in the fall of 2010 as a full time student in the field of developmental disabilities, recreation, and/or related field.
- Good verbal and written communication skills.
- Friendly, energetic, detail oriented, and self motivated.
- Current Tuberculosis test (TB) showing you are free of any communicable disease.
- Current criminal background and Child Protective Services check stating that you do not have any convictions (or any pending).
- Some general knowledge and interest in non-profit organizations.
- Available to work 35 hours per week, M-F, 9am - 4pm for 8 weeks during the summer of 2010.

**CrisisLink**

2503D N. Harrison Street, #114  
Arlington, Virginia 22207  
[www.crisislink.org](http://www.crisislink.org)

Internship Type: Development/Fundraising/Special Events

Position: Fundraising & Special Events Intern

Supervisor: Elizabeth Yen, [elizabeth@crisislink.org](mailto:elizabeth@crisislink.org)

Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

CrisisLink seeks a Fundraising and Special Events Intern to 1) assist in the development & implementation of an event recognizing National Suicide Prevention Week and raising awareness about suicide prevention that will also promote our 24/7 crisis & suicide prevention hotlines, and 2) expand CrisisLink's presence on social networking sites such as MySpace, facebook, and YouTube, in order to raise awareness of suicide prevention resources and events, recruit volunteers, and assist with the organization's outreach efforts.

The intern's major tasks will include working with CrisisLink's Development Team to 1) research successful nonprofit fundraisers through online research and in-person interviews, 2) develop a plan for and coordinate one or more events in recognition of National Suicide Prevention Week, 3) craft and implement an online marketing strategy for increasing activity on CrisisLink's pages on social networking sites, 3) cultivate local media to engage in National Suicide Prevention Week events.

**Dance Place**

3225 8th St NE  
Washington, D.C. 20017  
[www.danceplace.org](http://www.danceplace.org)

Internship Type: Children/Youth  
Position: 2010 Camp Assistant Director  
Supervisor: Hermione Rhones Glass, [hermioner@danceplace.org](mailto:hermioner@danceplace.org)  
Dates: 6/21/2010 to 8/13/2010

**Internship Description:**

The 2010 intern will assist the camp director in all aspects of the seven week performing arts camp including tasks in administration, documentation and artistic production. Administration tasks will include planning field trips, class attendance rosters and a tracking system for student tuitions. The intern will also be responsible for camp documentation in the form of a scrapbook. Tasks will be to plan, organize, design, order and distribute the book. This scrapbook is given to the campers as a piece of memorabilia, but is also used by our development department in individual giving, foundation and corporate proposals. Artistic responsibilities will be to lead or assist, depending on interest and ability, in at least three camp classes and assist in the production of two culminating public performances on August 12 and 13.

The intern will learn or access previous skills in a variety of office programming in Microsoft Office and professional publishing design programs. We feel the greatest gift we offer the interns is in-depth experience in dealing with multiple tasks and personal interactions with children and parents.

**Dumbarton House**

2715 Q St., NW  
Washington, D.C. 20007  
[www.dumbartonhouse.org](http://www.dumbartonhouse.org)

Internship Type: Other  
Position: Museum Photography Intern  
Supervisor: Jennifer Michaelree Squire, [education@dumbartonhouse.org](mailto:education@dumbartonhouse.org)  
Dates: 6/14/2010 to 8/6/2010

**Internship Description:**

Dumbarton House, a Federal period historic house museum in Georgetown, Washington, DC, seeks a Museum Photography Intern to support the museum's collections and programs. As the headquarters of The National Society of The Colonial Dames of America (NSCDA), Dumbarton House offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public about life in Washington during the early days of the Republic (circa 1800) and about Federal period decorative arts and architecture. The permanent collection at Dumbarton House, with a focus on its first resident, Joseph Nourse, the first Register of the U.S. Treasury, consists of over 1,500 objects and another 1,200 plus pieces in its manuscript collection. In addition to objects with Nourse provenance, objects in the collection include: Martha Washington's jewelry; paintings by Charles Willson Peale, Sully, and Wollaston, among others; furniture; textiles; silver; glass; and ceramics, dating

primarily from the early years of our nation through 1830. In addition to the permanent collection, Dumbarton House also offers additional interpretation of the museum through temporary exhibits, school and Scout programs, adult educational programs, lectures, and family events throughout the year.

The Intern will further develop their photography skills and build their portfolio by taking photographs of objects in a make-shift studio setting, architecture, people in informal and candid settings, and events. The Museum Photography Intern's primary responsibility will be to document the permanent collection through photographs and experience first-hand the various photography needs within a museum setting. Working with the Museum Curator, the Museum Photography Intern will gain hands-on experience lighting objects, archiving and storing digital files, and handling museum objects. The Intern will improve upon their organizational, writing, and detail orientation skills as they manage the inventory and learn registrarial methods. In addition to significantly contributing to the museum's professional standards, the digital photographs will be made accessible to the general public, researchers, and scholars through printed materials and the NSCDA's Museum Property's Online Collections Database. To complete the project, the Intern will also research best practices and write a procedures manual for photographing objects as objects are acquired and added to the museum's collection.

The Museum Photography Intern will also assist with the documentation of current architectural restoration at Dumbarton House. As the structure is the largest object in the museum's permanent collection, the Intern's documentation of conservation treatments will serve as a record of the restoration process. A number of the photographs taken will be used in an upcoming exhibition about the preservation of Dumbarton House.

In addition to overseeing the inventory and documentation of the museum's permanent collection, the Museum Photography Intern will have the opportunity to contribute to a variety of photography needs at Dumbarton House. Throughout the summer, Dumbarton House will welcome visitors of all ages to participate in a variety of programs and events. The Intern will assist with documenting a number of programs including summer camp for enthusiastic and "time traveling" children, evening museum tours, family programs, and weddings hosted at Dumbarton House. The Intern will work with the Education Director and Marketing and Events Manager to use the photographs for educational and promotional use. Based on need and interest, the Intern may create the final slideshow presentation for summer camp parents, contribute to the museum's blog, and/or assist with promotional materials for the museum's Adopt-an-Object and other marketing programs.

**Ethiopian Community Develop Council**

901 South Highland Street

Arlington, Virginia 22204

[www.ecdcinternational.org](http://www.ecdcinternational.org)

Internship Type: Program Assistance/Program Development

Position: Social Service Resource Intern

Supervisor: Frances Connell, [frances.connell@ecdcinternational.org](mailto:frances.connell@ecdcinternational.org)

Dates: 6/15/2010 to 8/6/2010

Internship Description:

The major tasks for which the intern will be responsible include the following:

Assist the African Community Center of ECDC in the development and implementation of support services for African newcomers and immigrants in Arlington County, Fairfax County, City of Falls Church, and City of Alexandria. Specifically, the intern would have ownership of two projects, as defined below by area, activity, and objective:

- **Education**  
Intern will develop an orientation package, liaison with local school officials, and set up and implement workshops to acclimate parents to their rights and responsibilities to be advocates for their children in the schools. Intern will do this in conjunction with prior ECDCs ongoing Family Enrichment projects, which offer culturally and linguistically appropriate marriage and family strengthening skills to African refugee families through workshops to engage participants in open discussions, education, and exploration about their new identities and roles as family members in their new homeland
- **Employment**  
Intern will compile contacts and procedures for locating jobs for African newcomers in the current job market, establishing relationships with potential employees, identifying job opportunities, and providing support services such as intensive job counseling, individual resume workshops and access to donated business attire.

In addition, the Intern will have the option to participate at least once a month in ACC outreach activities to the target population, which would include distribution of flyers, presence at community meetings and fairs, and street outreach, in conjunction with ECDC's African Community Center projects for breast cancer screening, HIV prevention and testing, and for referrals for domestic violence and health needs.

**Fairfax CASA**

4103 Chain Bridge Road Suite 200  
Fairfax, Virginia 22030  
[www.casafairfax.org](http://www.casafairfax.org)

Internship Type: Development/Fundraising/Special Events

Position: Special Fundraising Event Coordinator

Supervisor: Lisa Banks, [lbanks@casafairfax.org](mailto:lbanks@casafairfax.org)

Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

Fairfax CASA seeks to employ an intern to assist in the planning and organization of an inaugural 5K Run/Walk fundraising event to support our program's advocacy services for abused and neglected children who are under Juvenile Court protection in Fairfax County. In response to the economic downturn and corresponding decline in state and county funding, Fairfax CASA has been actively pursuing alternative sources of sustainable funding, including the introduction of a new giving program called "Circle of Hope - Sponsor a Child". This giving program places focus on each abused and neglected child served by a Fairfax CASA volunteer and informs the community that it costs \$1200 per child each year to provide that child comprehensive advocacy services. Building on this fundraising theme, Fairfax CASA will host the 2010 Inaugural "Circle of Hope - Run for a Child" 5K Run/Walk with the goal of raising

enough money to support CASA volunteer advocacy services for 20 children for one year. The intern will have the opportunity to assist in every aspect of planning, organizing, and marketing this major fundraising event, and will use creative, business, and interpersonal skills to implement the many phases of the project. The intern will also interface with sponsors, vendors, volunteers, staff, and community leaders to coordinate plans for the event. The intern will utilize social media tools to promote the event. This project is an ideal opportunity for a business/marketing major who is interested in athletic event fundraising for the nonprofit sector to assist the Program Manager in executing this exciting project.

- Specifically, the intern will be actively engaged in the following tasks:
- Working with Fairfax CASA staff to implement all aspects of the 5K Run/Walk event plan;
- Assisting in creating and managing the budget for the project;
- Assisting with the design of marketing materials for the event;
- Assisting in procuring sponsorships, race day equipment, signage, and food for the event;
- Developing and executing strategies, including the use of social media, to encourage youth and adults to register for the event;
- Managing the registration website for the event;
- Coordinating volunteers for the event and creating a master list of duties; and
- Creating a timeline for the race day.

### **Fairfax Library Foundation**

12000 Govt. Center Parkway, Suite 329

Fairfax, Virginia 22035

[www.fairfaxlibraryfoundation.org](http://www.fairfaxlibraryfoundation.org)

Internship Type: Program Assistance/Program Development

Position: Summer Reading Program Intern

Supervisor: Katie Strotman, [katie.strotman@fairfaxlibraryfoundation.org](mailto:katie.strotman@fairfaxlibraryfoundation.org)

Dates: 5/15/2010 to 8/31/2010

#### Internship Description:

Directly assist with the preparation of the Summer Reading Program (SRP) and present a minimum of 12 Early Literacy story times in the community. (In 2009 the Summer Reading Program reached over 48,000 children and teens.)

Duties to include:

- Assist with the preparation of the SRP, which involves preparing, sorting and distributing materials to library branches.
- Distribution of flyers to area businesses, sponsors and other county agencies.
- Prepare program kits for use by library staff. This includes props, books, poems, fingerplays and songs in one bin that can be transported to library staff for use in storytimes.
- Present eight early literacy programs at eight FCPL regional libraries as part of the Summer Reading Program.
- Present early literacy programs at a minimum of four child care settings, with emphasize on areas of the county with disadvantaged youth.
- Prepare a calendar of events for each library branch that includes all children's programming at that library.

- Assist the early literacy outreach manager with writing newsletter articles and preparing preschool book lists.
- Write a report summarizing the program, including suggestions for future Summer Reading Programs.

Skill:

- Spanish recommended but not required.
- Basic knowledge of the internet.
- Valid Driver's License & car.

**Fairfax Symphony Orchestra**

3905 Railroad Ave. Suite 202 N  
 Fairfax, Virginia 22030  
[www.fairfaxsymphony.org](http://www.fairfaxsymphony.org)

Internship Type: Public Relations/Marketing

Position: Arts Marketing

Supervisor: Tara Nadel, [tnadel@fairfaxsymphony.org](mailto:tnadel@fairfaxsymphony.org)

Dates: 5/17/2010 to 7/13/2010

Internship Description:

The Fairfax Symphony Orchestra seeks an intern majoring in marketing, with an interest in the arts and/or non-profit organizations, to create and begin implementing a targeted, Creative Marketing Plan that aligns with the FSO's overall marketing plan and that utilizes time and energy instead of hard-earned funding to accomplish the orchestra's goal of reaching new audiences.

The intern will be asked to analyze the Fairfax Symphony's current position and to assess its mission, vision, goals, and performances for the 2010-2011 season. The Creative Marketing Plan will include the FSO's utilization of Web 2.0 and social media outlets, including Facebook, Twitter, Youtube, and Blogspot, in addition to more traditional mediums. It will include assisting with the creation of publicity materials for the season as a whole as well as for the individual performances within the season. It will include a targeted analysis of potential niche markets and an action plan to contact those groups and individuals throughout the season.

The intern will work with each member of the staff of the FSO to ensure that the Creative Marketing Plan is one that can viably continue to be implemented throughout the regular season, after the intern has finished the 8-week position over the summer. The intern will leave the internship with a portfolio of actual work products that can be used by the intern in the future when applying for a job or internship.

Special skills necessary by the intern include familiarization with the following Adobe products - Dreamweaver, Illustrator, and InDesign. The intern will also contribute to the FSO's blog and be familiar with Facebook and Twitter. The intern will be expected to use the Microsoft Office suite, particularly Word and Excel.

**Fall For the Book**

George Mason University MS 3E4 4400 University Dr.

Fairfax, Virginia 22030  
www.fallforthebook.org

Internship Type: Public Relations/Marketing  
Position: Festival Marketing Intern  
Supervisor: Ruth Goodwin, fftb@gmu.edu  
Dates: 6/9/2010 to 9/29/2010

**Internship Description:**

The Festival Intern will assist the festival Manager and Marketing Director to develop and execute effective marketing plans for specific events at the 2010 Fall for the Book Festival, and for the festival at large. The intern's main project will be working within a well-defined budget to generate and execute a creative marketing plan for the 2010 festival events. In addition to this main project, the intern will be asked to participate in other festival marketing tasks such as: identifying matches between interest groups or classes and specific festival events, assisting with on-campus marketing, researching options for creative (yet cost-effective) online marketing, and other tasks that fall in line with their learning objectives and interests.

**Family, Career and Community Leaders of America, Inc.**

1910 Association Drive  
Reston, Virginia 20191  
www.fcclainc.org

Internship Type: Development/Fundraising/Special Events  
Position: Conference Intern  
Supervisor: Marla Walls, CMP, mwalls@fcclainc.org  
Dates: 5/17/2010 to 7/12/2010

**Internship Description:**

The Conference Intern will assist FCCLA's Director of Conferences in preparing for the 2010 National Leadership Conference for approximately 5,200 students and advisers in July. They will also travel to the conference in Chicago, Illinois, July 4-8 to assist onsite. The ideal candidate must possess a positive, "can-do" attitude and work well in a team environment. Strong computer skills and knowledgeable of Microsoft Office programs (Word, Excel, PowerPoint and Access) is required. The Conference Intern will work closely with the conference & events team but will report directly to the Director of Conferences. Applicants do not need to have prior experience with FCCLA.

Family, Career and Community Leaders of America (FCCLA) is a nonprofit National Career and Technical Student Organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Since 1945, FCCLA members have been making a difference in their families, careers and communities by addressing important personal, work and societal issues through Family and Consumer Sciences education. Today over 219,000 members in nearly 6,000 chapters are active in a network of associations in 50 states as well as in the D.C., the Virgin Islands, and Puerto Rico.

About the National Leadership Conference

Members make their mark in FCCLA at the National Leadership Conference by helping to elect the National Officers, conducting the association's business, and exploring ways to enhance their leadership skills in their families, careers, and communities.

Specific duties will include but are not limited to:

- Plan and implement display event, "Spotlight on Projects", with approximately 60 participants held in conjunction with the 2010 National Leadership Conference Exhibits program.
- Plan and conduct a one hour youth workshop that will be presented at the 2010 National Leadership Conference.
- Assist with career exploration tours and manage on-site logistics. These career exploration tours give students an opportunity to visit Chicago businesses for a more in depth and realistic look at industries members are passionate about. Career Exploration options will be available in business and industries such as culinary, fashion, interior design, the stock market, and more.
- Work with official conference photographer prior to the conference and assist onsite with coordination of state group photos.
- Schedule and assign state meeting rooms and general session seating assignments held at the National Leadership Conference.
- Assist with logistics onsite including FCCLA Competitive Events setup, and meeting room checks for breakouts as assigned.
- Update Conferences section of organizational website.
- Send out VIP letters and confirm RSVPs.

#### **Federation of American Scientists**

1725 DeSales St., NW, Suite 600

Washington, D.C. 20036

[www.fas.org](http://www.fas.org)

Internship Type: Technical/Computer Assistance

Position: Immune Attack Game Intern

Supervisor: Melanie Stegman, [mstegman@FAS.org](mailto:mstegman@FAS.org)

Dates: 6/15/2010 to 8/15/2010

Internship Description:

Immune Attack is designed to prove a bold hypothesis: that grade school students can learn molecular biology intuitively by playing a video game. Immune Attack is an adventure in a true to life, accurately drawn world of fantastic cells and molecules. You play the role of remote pilot of the Microbot Explorer, and it's up to you to find and correctly maneuver the Monocytes, cytokines and Selectin proteins before the Pseudomonas get out of control! Tasks include, but not limited to:

- Maintaining contact with 7th-12th grade teachers through email and web pages, aligning Immune Attack with science teaching standards, etc.
- Statistically analyzing evaluation results, re-writing questions so they are more effective, etc.
- Designing Immune Attack to present core biological concepts clearly, researching the molecular processes for new game levels and writing outlines of game action that can be reviewed by our science advisory group.

- Writing a web based database that mimics our in game database that have pictures of cells and molecules and pathogens from the game, real pictures of them, links to research articles on them and links to labs who work on them.

#### QUALIFICATIONS:

The four projects we have available requires different sets of skills. The first three require someone with a biology/chemistry/physics or chemical engineering background, basic statistics, good writing and editing skills, and a sense of fun. The last requires HTML and CSS, etc. skills needed to make a slick database that kids find cool to use. Webpage design, software design, human computer interface, database design or something like that will be necessary.

All of our projects require you to be an imaginative, self motivated, independent worker who takes editing/criticism well and can take advantage of help from the team to really push their project forward. Additionally, you can apply for funding for your project, with our help, and perhaps get some funding for yourself.

#### **Food & Friends, Inc.**

219 Riggs Road NE  
Washington, D.C. 20011  
[www.foodandfriends.org](http://www.foodandfriends.org)

Internship Type: Program Assistance/Program Development

Position: Client Enrichment Intern

Supervisor: Carrie Stoltzfus, [cstoltzfus@foodandfriends.org](mailto:cstoltzfus@foodandfriends.org)

Dates: 6/29/2010 to 8/20/2010

#### Internship Description:

The Client Enrichment Intern will coordinate projects that enhance the lives and health of our clients, as well as the quality of their experience with Food & Friends. Specific responsibilities include planning and executing a client enrichment class, planning a client volunteer day, and overseeing logistical details regarding clients' delivery schedules. The intern will complete client orientations and evaluations in person and over the phone, and will transport meals to clients' homes. The intern will use both organizational and interpersonal skills throughout the internship. The intern must have a valid drivers license, and experience with issues pertaining to HIV/AIDS or Cancer is preferred.

#### **Food For Others**

2938 Prosperity Avenue  
Fairfax, Virginia 22031  
[www.foodforothers.org](http://www.foodforothers.org)

Internship Type: Volunteer Coordination

Position: Volunteer Coordinator Intern

Supervisor: Liz Reinert, [lreinert@foodforothers.org](mailto:lreinert@foodforothers.org)

Dates: 5/24/2010 to 7/16/2010

#### Internship Description:

The goal of the Internship is to develop a comprehensive Volunteer Management Program based on best practices in similar organizations. The volunteer will research and write a plan to include aspects of recruiting, screening, interviewing and training of new volunteers. The intern will design a volunteer training program for both warehouse and front desk volunteers. The Intern will re-evaluate the current method of tracking volunteer hours, design a new plan if necessary, and implement this plan and be responsible for inputting data into an Access database. Other responsibilities will include managing a summer youth group volunteer program, the design and implementation of volunteer appreciation events, and the coordination of public relations with the purpose of recruiting volunteers and increasing public awareness of the Food for Others program and its goals and activities.

### **Foster Care Alumni of America**

118 S. Royal St., 2nd Floor  
Alexandria, Virginia 22314  
[www.fostercarealumni.org](http://www.fostercarealumni.org)

Internship Type: Public Relations/Marketing  
Position: Marketing and Public Relations Intern  
Supervisor: Amanda Chandler, [achandler@fostercarealumni.org](mailto:achandler@fostercarealumni.org)  
Dates: 6/15/2010 to 8/6/2010

#### Internship Description:

The intern will create and begin implementing a marketing plan for FCAA that focuses on building organizational "brand" awareness. The tasks that will support the plan implementation include:

- Identify sources for potential members within untapped markets;
- Identify new markets for product sales (books, educational videos, posters, etc.);
- Market FCAA's fall event such as identifying potential sponsors or attendees, and securing mailing lists;
- Assist with developing any needed materials for the web or for mail efforts;
- Assist with managing groups on Facebook and MySpace and post strategic messages about FCAA to engage these audiences;
- Investigate the applicability of YouTube and Twitter to FCAA's marketing;
- Correspond with bloggers, making them aware of FCAA, and encourage bloggers to reference FCAA, and our products, in their work;
- Market "Culture of Foster Care" postcard and public art project to audiences who can incorporate the project into their work; and
- Assist the CEO, Deputy Director, and Internal Resources Manager as needed.
- FCAA will seek a candidate with the following knowledge, skills and abilities:
- Strong technical skills using online tools for marketing purposes.
- Solid market research skills, and knowledge of marketing research techniques.
- Ability to express ideas concisely and clearly, orally and in writing; demonstrated ability to develop written reports.
- Capable of using good judgment and discretion in the performance of duties.
- Ability to work independently on projects and also collaborate as a strong team member.

Candidates with a marketing or public relations major will be strongly considered.

**Friends of Frying Pan Farm Park**

12011 Government Center Pkwy. Suite 1050  
Fairfax, Virginia 22035  
<http://offices.ext.vt.edu/fairfax/>

Internship Type: Development/Fundraising/Special Events  
Position: Fairfax County 4-H Fair Intern  
Supervisor: Lenah Nguyen, [lgeer@vt.edu](mailto:lgeer@vt.edu)  
Dates: 6/21/2010 to 8/14/2010

**Internship Description:**

The intern will assist the County Extension Agent in preparing for and managing the Fairfax County 4-H Fair and Frying Pan Farm Park Show. The responsibilities include but are not limited to volunteer recruitment, managing sponsorships, creation of the Fair Program and Catalog, preparing judges and superintendents of stationary exhibits, drafting invitations to dignitaries, and publicizing the event. This will be an opportunity for the intern to gain several valuable skills especially in organization, problem solving, and graphic design.

**Goodwin House Bailey's Crossroads**

3440 S. Jefferson Street  
Falls Church, Virginia 22041  
[www.goodwinhouse.org](http://www.goodwinhouse.org)

Internship Type: Other  
Position: Dramatic Arts Developer  
Supervisor: Chris Kirk, [ckirk@goodwinhouse.org](mailto:ckirk@goodwinhouse.org)  
Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

There has been a great deal of research on using dramatic arts with children with learning disabilities. Theater communities and schools have offered classes that allow the children to express themselves through improvisations and other theater games. But what about dementia? How can these same techniques be used as part of our Arts and Healing Programs?

Primarily, the intern will be responsible for the development of a Theater Arts Program in our community. His/her specific tasks will include the following: 1) Meet with the Events Service Manager, Assisted Living Activity Coordinator, TR Staff, Social Worker, and Residents to elicit ways that a theater program can enhance their lives; 2) Research other health institutions along with theater companies and the Center for Creative Aging that offers Theatre for Seniors in their programming; 3) Work with our Independent Residents on developing drama classes and stage readings that can be used to entertain the whole community; 4) Develop a program of theater games (improvisations, story telling, memory recall through props and costumes, pantomime) to be incorporated into our Assisted Living and Memory Support Activity Programs; 5) Develop training curriculum for staff and volunteers so that the programs can continue after the intern leaves.

**Greenbrier Learning Center**

5401 7th Road South  
Arlington, Virginia 22204  
[www.gbhc.org](http://www.gbhc.org)

Internship Type: Children/Youth  
Position: Summer Camp Middle School Buddy Advisor  
Supervisor: Katie Ochs, [katieo@gbhc.org](mailto:katieo@gbhc.org)  
Dates: 6/28/2010 to 8/20/2010

**Internship Description:**

Founded in 1994, Greenbrier Learning Center's (GBLC) mission is to promote education, youth leadership and strong families through structured enrichment programs beyond the school day. Toward this end, GBLC is a community-based organization that provides afterschool and summer programs to children from low-income, immigrant and refugee households, as well as relevant, topic-based workshops for adults.

GBLC's original Learning ROCKS! program provides year-round support and services to children through daily after school enrichment as well as an intensive summer camp. During the school year, GBLC provides structured academic and social-emotional support to 60 low-income and/or non-native English speaking children in the 3rd -5th grades through its successful Learning ROCKS! Afterschool Program at two sites in south Arlington.

GBLC's Summer Camp traditionally serves students in a 7 week, full-day enrichment program designed to build on the successes of the school year and prevent summer drop-off of academic levels. With the ExxonMobil CSJP Award, GBLC will expand its Summer Camp for 3rd-5th grade students to also: (a) implement a new Middle School Buddies component, providing workshops and discussions to ease the transition for students who will be going into middle school for the first time, and (b) provide leadership training and experience for upper middle school students through a new Summer Leadership Program. The ExxonMobil Intern will serve as the Middle School Buddies Advisor, whose primary responsibilities will be to: (a) design and implement daily enrichment activities to prepare students for the transition into middle school; (b) lead weekly Middle School Buddies teambuilding activities and discussion; (c) plan and facilitate the "Ask a Middle-Schooler" panel; and (d) liaise with middle schools to plan middle school tours and student meetings with guidance counselors. The Intern will collaborate closely with and receive support from the Learning ROCKS! Program Manager to implement the Middle School Buddies aspect of camp. The CSJP Intern's secondary responsibilities will be to: (a) plan and lead enrichment and recreational activities for entire camp; (b) chaperone camp field trips; and (c) supervise lunch/snack shifts. AmeriCorps Members will work closely with ExxonMobil Intern on these secondary responsibilities.

**Habitat for Humanity of Northern Virginia**

4451 First Place South  
Arlington, Virginia 22204  
[www.habitatnova.org](http://www.habitatnova.org)

Internship Type: Development/Fundraising/Special Events  
Position: Marketing and Fundraising Intern  
Supervisor: Virginia Patton, [vpatton@habitatnova.org](mailto:vpatton@habitatnova.org)

Dates: 6/1/2010 to 7/23/2010

**Internship Description:**

The CSJP intern will work with the Marketing/Communications Media Manager, Volunteer Coordinator and Director of Development to promote special events and Habitat programs through development of written materials and communications and logistical planning; recruit participants and raise funds (through individual and/or corporate and faith based partners) for events and campaigns; and manage online marketing tools such as e-newsletters and appeals, develop the Habitat ReStore marketing campaigns, promotion of Habitat activities and community partners at [www.habitatnova.org](http://www.habitatnova.org), and through social networking sites such as Facebook, My Space, etc. Below are specific events and programs to which the intern will contribute.

**EVENT PLANNING**

- Assist with the planning of the 20th anniversary event to be held in the fall of 2010.
- Work with other Metro DC Habitat affiliates to generate community support and participation for the Habitat night at the Washington Nationals baseball stadium and RFK field with DC United.
- Develop the Women Who Build program and grassroots movement

**HABITAT RESTORE MARKETING**

- Work with the Marketing Committee to form stronger relationships with prospective donors to the ReStore in the green community
- Assist with the development of the advertising and marketing plan for the 2010-2011 fiscal year
- Conduct consumer and donor base research for more effective marketing

**ONLINE MARKETING AND FUNDRAISING MANAGEMENT**

- Write and distribute e-news appeals for individual donor fundraising efforts: including use of e-cards for donations, preparing stories about homeowners with a request for donations, and requesting support of constituents for other fundraising needs.
- Manage online team fundraising tools with corporate and faith-based sponsors to encourage employees of companies; members of faith-based groups to raise funds as an individual in addition to the corporate or faith-based sponsorship.
- Manage online volunteer registration system for house sponsor volunteer days and other volunteer opportunities with the affiliate.
- Prepare and manage a Habitat for Humanity of Northern Virginia page on Facebook, My Space and other social networking sites.

**Homestretch, Inc.**

370 South Washington St. Suite 400  
Falls Church, Virginia 22046  
[www.homestretch-inc.org](http://www.homestretch-inc.org)

Internship Type: Children/Youth

Position: Child/Youth Intern

Supervisor: Nicole Oostdyk, [noostdyk@homestretch-inc.org](mailto:noostdyk@homestretch-inc.org)

Dates: 6/1/2010 to 8/9/2010

**Internship Description:**

The intern will assist the Child Services Office in the implementation of the Homestretch Child Enrichment Program. Duties will include but not be limited to the following:

**Educational and social services support:**

Homestretch meets the health and educational needs of homeless children. The intern will help arrange educational and health assessments, pre-register children for kindergarten, and carry out other tasks to ensure children's needs are fully met. The intern will help plan the Fall 2010 and Spring 2011 life skills program for elementary, middle school and high school children by helping to identify topics, develop lesson plans, schedule speakers and other tasks.

**Back-to-School Picnic and Operation Backpack:**

Homestretch sponsors a back-to-school picnic for client families, during which backpacks and school supplies are distributed to all school aged children. The intern will work with Child Services staff and volunteers to secure supplies and stuff backpacks and organize distribution of the backpacks and school supplies at the picnic. The intern will also be responsible for organizing all picnic activities.

**Summer Activities Program:** Homestretch helps homeless children enroll in a wilderness sleep-away camp in rural Virginia, local day camp and recreational programs and summer school programs. The intern will help facilitate enrollment, obtain scholarships and work with parents to prepare their children for camp and other activities.

**INOVA Kellar Center**

11204 Waples Mill Rd.

Fairfax, Virginia 22030

[www.inova.org/community/inova\\_kellar\\_center](http://www.inova.org/community/inova_kellar_center)

Internship Type: Education/Instruction

Position: Student Teacher Intern

Supervisor: Frances Shirey, [frances.shirey@inova.org](mailto:frances.shirey@inova.org)

Dates: 6/28/2010 to 8/20/2010

**Internship Description:**

The Kellar School is an accredited therapeutic day school for students with emotional disabilities. The school is an affiliate of the non-profit Inova Health Systems. This school provides a critical placement for adolescents with emotional disabilities who are capable of achieving educational success but require therapeutic support in order to access the academic curriculum. Many of these young people also require educational intervention to develop social skills which they have not acquired due to their disabilities. The Extended School Year (ESY) summer program offers these students an opportunity to improve specific skills or retain newly developed skills beyond the regular school year.

The intern will:

- work directly with students identified as eligible for special education services, in particular with students with emotional disabilities, but also with students with learning disabilities and other health impairments or a combination of disabilities
- teach a variety of academic subjects, independent living skills, and social skills, in accordance with student Individualized Education Plans (IEPs), utilizing all steps of the teaching process to

include planning lessons in the context of broader curriculum requirements, individualizing instruction with a variety of teaching strategies, modalities, and resources, and assessing student progress

- participate as a member of the school staff in staff meetings and classroom team meetings to discuss and develop a plan of action for addressing student issues of concern as they arise, for planning field trips and other school events, and for dissemination of information and training
- complete two or more projects from the following choices, based on intern's areas of interest and professional goals:

1. Develop an information management tool for tracking enrolled and referral student data longitudinally for retrieval and compilation as needed to meet special education reporting requirements of government agencies (such as the Virginia Department of Education) and independent educational organizations (such as the Virginia Association of Independent Specialized Education Facilities). Significant data will include demographics and various outcomes statistics. Final product should be readily revisable and expandable to accommodate changes in student population and changes in reporting expectations, and completion will provide the intern with knowledge of multiple organizations related to special education services.

2. Design a model for effective use of the school's student computer lab and implement plan by managing computer lab in collaboration with academic teachers and therapeutic case managers. Plan should include development of a catalog of educational websites appropriate for topics identified in conjunction with teachers and case managers as pertinent to student curriculum needs and appropriate to varying student skill levels. By the end of the internship, the final result will provide a proven usage plan and previewed resource file for school-wide access in the upcoming school year, as well as a viable addition to the intern's professional portfolio.

3. Develop a curriculum to improve student library skills and usage, addressing needs of students with varying levels of previous library exposure, and including experiential community-based learning opportunities at area libraries. An additional component to this project will include researching and writing a grant proposal to gain support for updating and expanding the school's library with more current materials for a wider range of interests and literacy levels.

4. Research and write a grant proposal to support growth of the school's application of technology to the classroom. This project will require collaboration with teachers, case managers, and students to determine current usage and realistic goals for growth.

5. Develop a collection of study materials for student use for review and reinforcement of the skills and concepts covered by commonly used student resources and identified by teachers as areas of frequent student need. Study packets will be designed to provide supplemental assignments in the same format as the original presentation for use with students who need multiple practice opportunities in order to learn, to retain what was learned, and to reinforce what was learned in preparation for transfer of skills. The finished set of materials with answer key will then become a resource for use by teachers in the coming school year, as well as during the summer program, while

providing the intern with hands-on experience in developing extensions to prepared materials to meet the needs of students with disabilities.

6. The intern may also recommend a project that utilizes his or her professional goals and interests and supports any important element of the school's academic curriculum, technological growth, or interdisciplinary needs.

**Jeanie Schmidt Free Clinic**

PO Box 5143  
Herndon, Virginia 20170  
[www.jsfreeclinic.org](http://www.jsfreeclinic.org)

Internship Type: Public Relations/Marketing  
Position: Community Health Organizer  
Supervisor: Meagan Ulrich, Executive Director, [ulrichmeagan@jsfreeclinic.org](mailto:ulrichmeagan@jsfreeclinic.org)  
Dates: 6/15/2010 to 8/6/2010

Internship Description:

The intern will be involved with 3 primary projects: (1) Organize and plan 2-3 free School and Sports Physicals Clinics for Uninsured Children, which will take place during July and August (may involve some evening hours). These are typically hosted at off-site venues in community locations. Activities will include: organizing logistics for volunteers and patient registrations; designing event flyers; outreach to community and faith-based groups such as Rotary Clubs, No.Va. Junior League, and area churches for the venue arrangements. (2) Refine and manage the Clinic's fan page on Facebook. Research Web 2.0 tools and make recommendations to help the Clinic establish a dynamic presence on social networking and giving sites. (3) Organize materials to design a formalized ongoing internship program for future students.

**Jewish Community Center of Northern Virginia**

8900 Little River Turnpike  
Fairfax, Virginia 22031  
[www.jccnv.org](http://www.jccnv.org)

Internship Type: Casework/Counseling  
Position: Special Needs Student Camp Assistant  
Supervisor: Dana Chilbert, [danac@jccnv.org](mailto:danac@jccnv.org)  
Dates: 6/24/2010 to 8/20/2010

Internship Description:

- Screen and observe elementary age Kindergarten-First grade children for behavior issues.
- Develop a working behavioral plan to help children gain tools to address areas of concern so they can be successful in all inclusive summer camp experiences.
- Provide extra supervision and support during off site programming.

**Leukemia & Lymphoma Society**

5845 Richmond Hwy, Suite 800

Alexandria, Virginia 22303  
[www.tlls.org/nca](http://www.tlls.org/nca)

Internship Type: Development/Fundraising/Special Events  
Position: School & Youth Swimathon Internship  
Supervisor: Erin Walker, [erin.walker@tlls.org](mailto:erin.walker@tlls.org)  
Dates: 5/24/2010 to 7/16/2010

**Internship Description:**

The intern will manage the Swim-a-thon program which is part of the School & Youth Campaign. Swim-a-thons will be held at pools throughout the DC metropolitan area to raise funds for The Leukemia & Lymphoma Society. The intern will be responsible for:

- Planning swim-a-thon events throughout the area.
- Executing logistics of the Swim-a-thons including kick-offs, information sessions, etc.
- Assisting in the preparation of communications with area swim clubs, sponsors and volunteers.
- Assisting with the creation, preparation and assembly of program materials.
- Interfacing with program participants and volunteers through phone calls and the sending of general information.
- Fielding incoming questions about programs.
- Recruiting and managing swim clubs and individual participants.
- Entering new registrants and volunteers for programs.
- Tracking club participation.

**Requirements include:**

- Ability to multi-task and prioritize tasks as needed.
- Microsoft access knowledge a plus but not essential.
- Experience fundraising at the collegiate level.
- Experience public speaking.

**Liberty's Promise**

1010 Pendleton St.  
Alexandria, Virginia 22314  
[www.libertyspromise.org](http://www.libertyspromise.org)

Internship Type: Children/Youth  
Position: Outreach Intern  
Supervisor: Ms. Austin Morris, [amorris@libertyspromise.org](mailto:amorris@libertyspromise.org)  
Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

Our ExxonMobil intern will interact directly with our low-income immigrant youth in three ways. First, the intern will maintain a relationship with our past program participants by contacting them with information about new educational or professional opportunities. Second, the intern will work closely with current program participants, helping them navigate the American system, with which they may not be familiar as new immigrants. The intern encourages them, for example, to apply for college and

scholarships, helping them with the application process. He/she also assists them search for and procure jobs or internships. These tasks enable Liberty's Promise to develop a greater personal relationship with our youth, instilling in them a positive view of their future and enabling them to gain self-reliance in their ability to solve the problems they face. Finally, the intern will help evaluate our success in helping our clients achieve their long-term goals, such as graduating from college, securing employment in the career field of their choosing, and continuing their civic engagement in their communities. This work is at the core of what we do: providing opportunity to immigrant youth at every level and well beyond the time that they become involved in one of our core programs. With the support of an ExxonMobil intern, we would have the capacity to continue this outreach and ensure that these youth can achieve their own American dream.

**LIFT (formerly National Student Partnerships)**

800 7th St. NW, Suite 300  
Washington, D.C. 20001  
[www.nspnet.org](http://www.nspnet.org)

Internship Type: Public Relations/Marketing  
Position: Communications and Media Intern  
Supervisor: Colleen Flynn, [cflynn@liftcommunities.org](mailto:cflynn@liftcommunities.org)  
Dates: 6/2/2010 to 7/30/2010

**Internship Description:**

- Track and research online and print media to conduct media outreach strategies that publicize events and programmatic successes nationally and for five core geographies, including drafting pitches and press releases to submit to local and national media outlets
- Maintain Internet presence, including updates on LIFT website, Facebook, Twitter, YouTube, and other web outlets
- Assist Manager of Communications and Media Relations with drafting and disseminating all e-correspondence with national and local networks using Dreamweaver and CreateSend.com
- Assist Manager of Communications and Media Relations with major collateral production, including annual reports, brochures, and other materials. Intern will be largely responsible for design of collateral and editing all pieces, as well as customizing collateral for individual offices.
- Design and execute a Special Communications Project to advance brand and presence on a national or regional level. This special project will be determined by the intern in line with his or her personal and professional interests and will encompass about 25% of the time allotted for the summer internship.
- Increase the quality and quantity of LIFT's photo stock. This will require travel to our service sites and interaction with clients and volunteers.
- Create and edit LIFT footage via FlipCam, including scripting, scheduling, and final production
- Organize photo stock, archives, and media lists

**Lupus Foundation of Greater Washington**

2000 L St., NW  
Washington, D.C. 20036  
[www.lupusgw.org](http://www.lupusgw.org)

Internship Type: Casework/Counseling  
Position: Patient Services Intern  
Supervisor: Petra Harvey, petraharvey@lupusgw.org  
Dates: 5/31/2010 to 7/23/2010

Internship Description:

- The Patient Services Intern will work closely with our team to assist in the maintenance and growth of our Patient Services Program. The intern will:
- Work with venues, speakers and guests to put on Living With Lupus Workshops
- Update and maintain Patient Resource Directory
- Work with lupus patients and families to find available resources for various needs
- Organize Special Topic Seminars
- Work with support group leaders
- Work with Patient Services Committee and Medical/Scientific Advisory Council to shape development and direction of program
- Recruit and secure volunteers for ongoing projects
- Attend weekly lupus clinics
- Other duties and tasks as assigned to assist with Patient Services Program

**Lutheran Social Services of the National Capital Area**

4406 Georgia Avenue, NW  
Washington, D.C. 20011  
[www.lssnca.org](http://www.lssnca.org)

Internship Type: Children/Youth  
Position: Teen Haven Retreats Intern  
Supervisor: Katherine Miller-Holland, hollandk@lssnca.org  
Dates: 5/20/2010 to 7/23/2010

Internship Description:

Intern will support retreat program for teens infected or affected by HIV-AIDS by: planning and organizing retreat activities, assisting with training, coordinating donations, communicating with hospitals and social workers. On-site program responsibility during the July retreat will include leading an activity with the campers.

**Manassas Museum Associates**

9101 Prince William St.  
Manassas, Virginia 20110  
[www.manassasmuseum.org](http://www.manassasmuseum.org)

Internship Type: Public Relations/Marketing  
Position: Museum Public Relations/Marketing Intern  
Supervisor: Nicole Wilfong, nwilfong@ci.manassas.va.us  
Dates: 5/15/2010 to 8/15/2010

**Internship Description:**

Due to fiscal constraints, at the end of fiscal year 2010 (June 30, 2010), the Manassas Museum System will lose its part-time marketing position. This, along with a \$10,000 cut in our advertising budget, places the museum in a precarious position to market its programs and exhibitions effectively, and raise awareness for our fundraising and volunteer needs. The intern will develop skills in nonprofit/museum public relations and marketing by: a) helping develop a new marketing and publicity plan for the museum; b) writing and producing one issue each of the museum's quarterly and volunteer newsletters; c) writing press releases, public service announcements and other promotional materials for the museum's summer and fall events; d) writing two full length bylined articles for local media, including The Washington Post, the Manassas Observer, and News & Messenger; e) researching and recommending low-cost social media opportunities to promote the museum; and f) updating the museum's current media list. The intern will gain press clips and work samples for his/her portfolio, thus increasing his/her marketability in a tight job market.

**Mautner Project: The National Lesbian Health Organization**

1875 Connecticut Avenue NW Suite 710  
Washington, D.C. 20010  
[www.mautnerproject.org](http://www.mautnerproject.org)

Internship Type: Development/Fundraising/Special Events

Position: Special Events Planner

Supervisor: Elizabeth Ide, [eide@mautnerproject.org](mailto:eide@mautnerproject.org)

Dates: 5/25/2010 to 7/27/2010

**Internship Description:**

We are searching for an energetic, motivated self-starter to join our team in planning a major fundraising and awareness event. Spend the summer enjoying hands-on, challenging projects at a small organization where you can make a difference to our community. As a Special Events Planner, our intern will work closely with our development team to plan and implement our Swing into Fall Golf Fundraiser. Our ideal candidate is someone who is well organized, shares our deep commitment to lesbian health issues, has excellent written and verbal communication skills, and a friendly, professional manner. The Special Events Planner will be involved with every aspect of Swing Into Fall, and serve as the point person for all preparations and on-site management of the event. Specific duties include researching potential venues and sponsors, helping to develop press kits and sponsorship packages, processing registrations and donations, maintaining databases for managing information for donors, sponsors, and participants, helping to recruit, train, and support volunteers prior to and during the event, and distributing promotional materials prior to the event. Mautner Project offers meaningful opportunities to gain professional experience, learn resume-building skills, and work with a wonderful team of dedicated professionals.

**Miriam's Kitchen**

2401 Virginia Avenue, NW  
Washington, D.C. 20037  
[www.miriamskitchen.org](http://www.miriamskitchen.org)

Internship Type: Casework/Counseling  
Position: Summer Social Service Intern  
Supervisor: Adam Rocap, adam@miriamskitchen.org  
Dates: 7/1/2010 to 8/31/2010

**Internship Description:**

Social Services (Monday-Friday, 4-6 hours each day starting at 2:15 p.m.): assist the Social Services team in providing case management services during the Before-Dinner Program; lead a daily before-dinner visual arts or writing class; coordinate daily distribution of clothing as a tool for hospitality and maintain the clothing closet; and coordinate food preparation and service for a weekly Miriam s Café.

Development/Administrative (Monday-Friday, 1-2 hours each day): assist with donor, volunteer, and social service data entry; coordinate a volunteer appreciation event; help coordinate a small fundraising event; assist with other projects as needed. The intern will also work with Miriam s staff to develop additional projects that specifically meet his or her individual interests.

**Mount Vernon Ladies' Association**

PO Box 110  
Mount Vernon, Virginia 22121  
www.mountvernon.org

Internship Type: Other

Position: Mount Vernon Archaeology Department Internship in Archaeobotanical Methodology  
Supervisor: Esther White, ewhite@mountvernon.org  
Dates: 5/31/2010 to 8/6/2010

**Internship Description:**

The intern will be required to conduct flotation of soils from the Upper Garden, George Washington's formal flower garden. Flotation is a process designed to recover botanical specimens and other fragile remains from soils retained through archaeological excavation. The 2010 intern will process soils from 18th century garden beds, in the hope of uncovering seeds from the vegetables and flowers grown in them. Once the intern learns the flotation process and how to use the equipment, they will also be responsible for overseeing volunteers assisting with the flotation. Once the samples are floated, the intern will design a research plan for the recovered specimens. With an approved research plan, the intern will work with archaeoethnobotanist Justine Woodward McKnight, a specialist who deals with botanical remains uncovered from archaeological contexts, to analyze the flotation samples and produce a report detailing the results of the analysis. These materials produced by the intern will be used to aid in the 2011 restoration of the Upper Garden. The intern will also blog about the experience on Mount Vernon's website.

**National Children's Museum**

955 L'Enfant Plaza North, SW Suite 5100  
Washington, D.C. 20024  
www.ncm.org

Internship Type: Development/Fundraising/Special Events  
Position: External Relations Intern

Supervisor: Stephen Richards, srichards@ncm.museum

Dates: 6/7/2010 to 8/2/2010

**Internship Description:**

Scheduled to open in 2013, the National Children's Museum (NCM) will be a world-class institution with a mission to inspire children to care about and improve the world. The Museum is in the second phase of a \$182 million capital campaign. The External Relations intern will have a unique opportunity to be a part of this historic project serving the interests of children. They will gain valuable experience in learning the daily operations of a nonprofit's external relations team.

The External Relations intern will report directly to the Vice President of External Relations and will be responsible for supporting the development, marketing and communications teams. The intern will work with the Vice President to research individual and institutional prospects and develop cultivation and solicitation plans for key prospects. They will also help with preparations for and execution of cultivation events.

The selected intern will need to have excellent writing and verbal communications skills, as they will write at least one grant proposal and one letter of inquiry. Under the supervision of the Director of Communications, they will develop media lists, monitor relevant issues in the media and help maintain the Museum's growing website.

**National Multiple Sclerosis Society**

1800 M Street, N.W., Suite 750

Washington, D.C. 20036

[www.MSandYOU.org](http://www.MSandYOU.org)

Internship Type: Other

Position: Graphic Design Intern

Supervisor: Lynnette Lyles, LLyles@MSandYOU.org

Dates: 6/14/2010 to 8/6/2010

**Internship Description:**

The Graphic Design intern will help develop and design Chapter publications, including newsletters, program brochures and direct mail pieces. The intern would work independently with Chapter staff to develop and design numerous publications for client programs and services, special events and traditional fundraising. The intern would support the Chapter's graphic design department on special projects as assigned, such as editing mass-market brochures and the Chapter's newsletter, and otherwise assist the Graphic Design Coordinator.

Some projects past interns have completed include:

- Walk MS Weekend in Review brochure - printed piece for mail, and a version formatted for the web.
- Award Certificates and Postcards for our MS Longest Day of Golf
- Chapter Services brochures on Respite Care, Independent Living, and Home Modifications
- Editing logos for specific uses
- Archiving publications, including re-organizing, and purging unnecessary files

- Designing custom Team Challenge graphics (logo and accompanying visuals) for Challenge Walk MS

### **New Hope Housing**

8407-E Richmond Highway  
 Alexandria, Virginia 22309  
[www.newhopehousing.org](http://www.newhopehousing.org)

Internship Type: Education/Instruction

Position: Education and Training Assistant

Supervisor: Brooke Lockett, [blockett@newhopehousing.org](mailto:blockett@newhopehousing.org)

Dates: 7/1/2010 to 9/1/2010

#### Internship Description:

The intern will be responsible for the following tasks during their internship:

- Interview and provides Assessment for residents referred to the Education and Employment Resource Center to collect information pertaining to education history to provide insight into basic educational skills, and make a determination what barriers may exist.
- Perform and interpret assessments on residents as they are referred by Case Managers.
- Use the Test of Adult Basic Education (TABE) Locator and the appropriate level of the TABE to determine grade equivalency and reading comprehension/math computation base line.
- Use the TABE analyses tool to interpret TABE data and as recommended by the TABE Locator.
- Assists the Education and Training Specialist in developing Education Service Plans (ESP) including information concerning version of TABE used, scores on all tests, analysis of test results and grade equivalent.
- Include a brief narrative incorporating relevant observations of client during the assessment process, which may give further insight into his/her academic ability and employment potential.
- Provide copies of ESP for the Case Manger, the Director of Employment (if resident is to be referred to him), and log unto the HMIS system.
- Make available TABE results, education service plans, monthly statistics, and all pertinent resident educational information to the employment director.
- Record assessments scores, referrals to Employment Director, receipt of high school diploma, and any other relevant comments pertaining to education such as college work, special education, technical training, etc.
- Familiarize with the three methods of obtaining High school credential and certification courses and assist clients with the registration process.
- Maintain records of client and tutor attendance and their activities in the Employment Resource Center (EERC). Maintain roster of all clients who attend the EERC.
- Facilitates literacy, reading and basic math group and provides one-on-one tutoring in literacy, reading and basic math.
- Assist with job coaching and job development for special needs residents. Provide on-site training and job assistance as needed.
- Co-facilitate Life Skills groups including a job readiness and the Out of Poverty Group.

### **Northern Virginia Therapeutic Riding Program**

P.O. Box 184  
Clifton, Virginia 20124  
www.nvtrp.org

Internship Type: Volunteer Coordination  
Position: Volunteer Engagement Officer  
Supervisor: Linda Aikey, info@nvtrp.org  
Dates: 6/7/2010 to 8/1/2010

Internship Description:

Nature of Work: Physical outside work including interaction with horses, indoor use of computer and telephone, includes some evenings and weekends

Primary Task: Create and implement a training system for our Day Coordinators. The main goal of the DC is to ensure the lessons run smoothly and efficiently by supervising a team of volunteers. The volunteers get horses ready for lessons, assist the rider during lessons and do barn chores. Having a trained corps of Day Coordinators ensures that the back end operations run smoothly and on time.

Goals: Intern will gain experience in non-profit operations to include database management, volunteer recruitment and retention, dealing effectively with people of various abilities and equine management in a therapeutic riding setting. Intern will become thoroughly familiar with all volunteer tasks through direct hands-on endeavors while shadowing current Day Coordinators. Intern will use this experience to develop and conduct a training class for the Day Coordinators.

Intern will gain and improve skills in management of time, human and equine resources. Because life on the farm is never dull, the intern will learn the value of being flexible and quick and insightful re-prioritizing.

Specific Projects:

- Develop and implement a Day Coordinator training
- Attend all current volunteer trainings
- Act as Day Coordinator 2-3 days each week
- Solicit feedback from current and past DCs
- Become familiar with all volunteer tasks
- Work with Assistant Director (AD) in supervising volunteers and DCs during lessons, summer camp and other events
- Market volunteer needs through various media
- Create volunteer database to include photos and bios
- Aid in rider registrations for Fall 2010 Session
- Collect Silent Auction items for our 6th Annual polo Classic
- tasks as assigned

Supervision: The intern will work closely with the AD on volunteer recruitment and retention, the Operations Manager on equine management and the Executive Director on rider registrations and the Polo Classic. Intern will attend staff meetings to provide updates. Appropriate staff will be available to answer questions and provide feedback on a daily basis. Intern will check in with AD every morning to review the previous day's activities.

**Offender Aid and Restoration-Arlington**

1400 N. Uhle Street, #704  
Arlington, Virginia 22201  
www.oaronline.org

Internship Type: Casework/Counseling  
Position: Department of Education Intern  
Supervisor: Rachel Sparico, rsparico@oaronline.org  
Dates: 5/10/2010 to 8/6/2010

**Internship Description:**

The intern will be responsible to: Develop a juvenile program that will be approved to be facilitated inside the Northern Virginia Juvenile Detention Home; Observe, tutor and mentor clients enrolled in the GED and Life skills program; Interview and conduct intakes for clients to determine eligibility of services; Keep accurate, up-to-date, confidential files of all clients and volunteers through an Access Database system; Assist with raising awareness about the issues faced by inmates, ex-offenders, individuals involved in the criminal justice system, and their families; Ensure the respect of all clients, and confidentiality of all information pertaining to clients, staff, and partnering organizations; and attend court hearings and educate oneself through training and interaction with multiple aspects of the criminal justice system; including, but not limited to: alternative sentences, community service, court cases, probation hearings, jail/inmate services, and reentry meetings.

**Pathway Homes**

10201 Fairfax Blvd. Suite 200  
Fairfax, Virginia 22030  
pathwayhomes.org

Internship Type: Other  
Position: Summer Accounting Internship at Pathway Homes, Inc.  
Supervisor: Brenda Brennan, bbrennan@pathwayhomes.org  
Dates: 5/17/2010 to 7/16/2010

**Internship Description:**

Accounts payable:  
Set up paid bills folders for FY 2011 and purge old paid bill folders. Edit vendor invoices and employee reimbursements for accurate data entry.

**Audit Preparation and General Ledger:**

Assist with FY 2010 audit preparation. Coordinate appropriate audit information and transmit to independent auditors. Review confidential resident administrative files for accuracy and compliance with government regulations. Prepare monthly bank reconciliations. Prepare and review general ledger schedules using Microsoft Excel.

**Payroll and Human Resources:**

Set-up employee leave documents, review employee time sheets for accuracy, maintain employee leave accrual records.

**PRS, Inc.**

1761 Old Meadow Road, #100  
McLean, Virginia 22102  
[www.prsinc.org](http://www.prsinc.org)

Internship Type: Planning/Administration  
Position: Audit Preparation Intern  
Supervisor: Joe Getch, [jgetch@prsinc.org](mailto:jgetch@prsinc.org)  
Dates: 6/7/2009 to 7/31/2010

**Internship Description:**

- The intern will assist the agency in preparing for its annual independent financial audit. Specific job tasks will include:
- Auditing and reconciling specific general ledger accounts
- Preparing required schedules
- Assisting in the preparation of year-end financial statements to include the statement of activities, statement of financial position, statement of cash flows and statement of functional expenses
- Compiling and presenting primary and secondary supporting documentation
- Compiling information and schedules for completion of the agency's IRS Form 990

**Reston Historic Trust**

P.O. Box 2803  
Reston, Virginia 20195  
[www.restonmuseum.org](http://www.restonmuseum.org)

Internship Type: Program Assistance/Program Development  
Position: Associate Curator  
Supervisor: Lynn Lilenthal, [LLL4422@aol.com](mailto:LLL4422@aol.com)  
Dates: 5/24/2010 to 7/23/2010

**Internship Description:**

The intern will assist in developing a digital catalog system for the Museum's extensive collection of Reston planning documents and memorabilia. The intern will then digitally record the majority of that collection.

A second project would be development of short, interactive programs to engage groups visiting the Museum. These new programs and activities would seek to encourage more participation of youth and minorities in Reston's unique legacy of living, working and playing in an open community.

**Signature Theatre, Inc.**

4200 Campbell Avenue  
Arlington, Virginia 22206  
[www.signature-theatre.org](http://www.signature-theatre.org)

Internship Type: Program Assistance/Program Development  
Position: Theater Education Internship  
Supervisor: Marcia Gardner, gardnerm@signature-theatre.org  
Dates: 5/24/2010 to 7/21/2010

**Internship Description:**

The Theater Education Intern will work closely with Signature's Education Director to plan, organize, and administer Signature's OVERTURES Musical Theater Institute, a training program for emerging musical theater artists, and its prequel, STAGE ONE workshops for students ages 14 to 17. The Intern will be the primary point person for both of the two-week programs. Acting as onsite logistics coordinator, s/he will register students, administer fellowships, and create and organize schedules and materials for workshops and master classes. The Education Intern will also research and write materials and articles for OVERTURES and STAGE ONE, and create research materials for SIGNATURE IN THE SCHOOLS, Signature's arts education program with Arlington County Public High Schools. S/he will also assist in executing and developing other community outreach programs for the 2010/2011 season. The Theatre Education Intern should be comfortable with computers, have good phone and in-person communication skills, and be able to perform email and other online functions efficiently.

**Special Olympics Virginia**

11350 Random Hills Road, Suite C-140  
Fairfax, Virginia 22030  
[www.specialolympicsva.org](http://www.specialolympicsva.org)

Internship Type: Program Assistance/Program Development  
Position: Tennis Coordinator-Potomac Region  
Supervisor: Beth Frank, bfrank@specialolympicsva.org  
Dates: 5/24/2010 to 7/30/2010

**Internship Description:**

The tennis coordinator will work on and off the courts with volunteers and athletes to establish a Special Olympics tennis program at 2-3 sites throughout Fairfax County, Arlington and Alexandria. The coordinator will:

- (1) plan and conduct Special Olympics tennis practices
- (2) train volunteers to assist with practices and then run them after the intern's internship is over
- (3) assist with planning and running a Tennis Festival designed to introduce Special Olympics athletes to tennis and assess their skill levels;
- (4) prepare postings about the tennis program for the local website ([www.novasova.org](http://www.novasova.org));
- (5) develop partnerships which will help establish the program on an on-going basis; and
- (6) take on other duties as assigned which involve Special Olympics tennis or other sports programs.

The intern must have knowledge of tennis and the ability to teach the sport to persons with intellectual disabilities (Special Olympics athletes) and also train volunteers to coach athletes. Aptitude in planning, good oral and written communication skills, solid judgment, strong leadership skills, and the ability to work with all age groups are essential. The intern should be able to use Microsoft Outlook, Word, and Excel and have the ability to drive to practice sites.

**Stop Child Abuse Now of Northern Virginia (SCAN)**

1705 Fern Street, Second Floor  
Alexandria, Virginia 22302  
[www.scanva.org](http://www.scanva.org)

Internship Type: Public Relations/Marketing  
Position: Journalism Intern  
Supervisor: Rebekah Beck, [rbeck@scanva.org](mailto:rbeck@scanva.org)  
Dates: 6/7/2010 to 7/30/2010

**Internship Description:**

The main objectives for the Intern are to promote SCAN's role in Northern Virginia as an advocate for children; to educate the community about the scope, nature, and consequences of child abuse and neglect; and to educate the public about the policies and programs aimed at the prevention of child abuse and neglect. The Intern will assist with public awareness and media relations associated with SCAN's projects and programs that will include:

- 1) researching, developing public education messages for various media outlets;
- 2) assisting with program development, evaluation procedures;
- 3) participating in media and grassroots efforts that promote positive, nurturing parenting.

The intern will also participate in SCAN's Allies in Prevention Coalition, a regional multidisciplinary group that meets quarterly to produce and disseminate effective child abuse and neglect prevention messages. The schedule for this internship will be mutually agreed upon between the Intern and SCAN but will consist of 35 hours per week over the course of 8 weeks.

**The JASON project**

44983 Knoll Square Suite 150  
Ashburn, Virginia 20147  
[www.jason.org](http://www.jason.org)

Internship Type: Education/Instruction  
Position: Education Outreach Intern  
Supervisor: Joshua Morin, [jmorin@jason.org](mailto:jmorin@jason.org)  
Dates: 6/15/2010 to 8/10/2010

**Internship Description:**

The intern will provide program assistance to the curriculum, professional development and technology groups at the JASON Project. The intern will take a lead role in the creation of support materials for middle school science teachers such as blackline masters, video/audio demos of labs, how-to videos for using the web component of the curriculum and standards alignment for resources. They will also manage the cataloging of content on JASON's award winning website. In addition the intern will provide logistical support for the Argonaut Boot Camp and special events. The Argo Boot Camp is held in the D.C. area for seven days in late July. During this Boot Camp, selected students and teachers receive an authentic scientific field experience that prepares them to participate in several Research Missions with JASON Host Researchers. Special events include Educational Conferences and JASON teacher training workshops.

**The National Society of Collegiate Scholars**

11 Dupont Circle NW, Suite 650

Washington, D.C. 20036

[www.nscs.org](http://www.nscs.org)

Internship Type: Program Assistance/Program Development

Position: NSCS Scholarships Community Intern

Supervisor: Bailey Kasten, [kasten@nscs.org](mailto:kasten@nscs.org)

Dates: 6/7/2010 to 8/2/2010

Internship Description:

The Scholarships Community Intern will be responsible three main areas: creating a community of past NSCS scholarship recipients, summer scholarship administration, and creation of scholarship resources for NSCS members.

Creating a community of past NSCS scholarship recipients: The intern will reach out by phone, e-mail, and/or social media to the past recipients (500+) of NSCS scholarships to find out what they are doing now, to collect photos and personal accounts, and to invite them to participate in networking events, advisory roles, and social groups with their fellow recipients and NSCS staff and partners.

Summer Scholarship Administration: The intern shall be responsible for the successful project management of our summer scholarships, particularly the Merit Award. The intern shall answer student and parent questions about the award, file and track application materials, update the NSCS website, and prepare for the review process for our largest volume scholarship.

Creation of Scholarship Resources for NSCS Members: The intern shall be responsible for collecting information on other outside scholarships, grants, and awards to publicize to our members. The intern will also help make the Scholarships pages on the NSCS more robust with pictures, interviews, tips, and stories. This aspect of the position will draw from the information gathered from the past recipients community members and from the creativity and research of the intern.

**Virginia Association of Parks, Mason Neck State Park**

7301 High Point Road

Lorton, Virginia 22079

[www.dcr.virginia.gov](http://www.dcr.virginia.gov)

Internship Type: Children/Youth

Position: Junior Ranger Intern

Supervisor: Tim Smith, [tim.smith@dcr.virginia.gov](mailto:tim.smith@dcr.virginia.gov)

Dates: 6/7/2010 to 7/30/2010

Internship Description:

The Junior Ranger Intern will be given an opportunity to assist the Park Naturalist and park management in the development and implementation of a Junior Ranger summer program for youth at Mason Neck State Park. Our intern will be responsible for all aspects of the program. They will assist in creating the lessons, recruiting participants, promoting the program and leading the Junior Ranger sessions. Through

this program local youth will gain an understanding of the area s history and develop an increased stewardship ethic. The major tasks of the intern to meet these goals are:

- Assist with the program design and implement lesson plans for specific age groups
- Determine what supplies and equipment is needed
- Procure necessary supplies and equipment
- Promote program through media outlets
- Be responsible for the safety and welfare of a group of children
- Provide opportunity for campers to have fun in a constructive way while meeting program goals and objectives
- Maintain accurate roster of program participants
- Know and observe all park and camp policies
- Participate in weekly staff meetings assist in the execution of all camp activities, wherever needed
- Assist with the preparation of an after action report and analyze program participant survey data
- Assist park management as needed with additional program requirements

The special skills our intern will use include an ability to work on several aspects of a program at once or focused multi-tasking, an ability to communicate effectively and the ability and desire to work well with young children.

### **Volunteer Alexandria**

123 N. Alfred Street, 3rd floor  
Alexandria, Virginia 22314  
[www.volunteeralexandria.org](http://www.volunteeralexandria.org)

Internship Type: Children/Youth

Position: Youth Program Special Events and Marketing Intern

Supervisor: Jennifer Styles, [jstyles@volunteeralexandria.org](mailto:jstyles@volunteeralexandria.org)

Dates: 6/21/2010 to 8/13/2010

### **Internship Description:**

The Youth Program Special Events and Marketing intern's primary objective will be planning Volunteer Alexandria's BIG Event, a youth service day that will be held in early September. The 4th Annual BIG Event will bring together nonprofits, faith groups and local youth for ONE BIG DAY of service aimed to give ONE BIG THANKS to the Alexandria community. This internship will provide the opportunity for hands-on event planning experience for a large community event, as well as experience in marketing and communications gained through promoting the event and developing community partnerships. Responsibilities will include: Developing marketing materials and maintaining marketing efforts on social networking sites, such as Facebook and Twitter; Working with Alexandria nonprofits to develop projects for the service day; Creating team leader packets with job descriptions and project goals for each service site; Recruiting youth volunteers and adult volunteer team leaders; Writing and sending press releases and scheduling/handling interviews with local press; Sending letters and communicating with potential donors to solicit donations for refreshments and raffle prizes; Planning event logistics; Leading The BIG

Event Youth Planning Committee, a group of high school students who help plan logistics, recruit classmates, and bring youth voice to the event.

**Wesley Housing Development Corp.**

5515 Cherokee Avenue Suite 200  
Alexandria, Virginia 22312  
www.wesleyhousing.org

Internship Type: Program Assistance/Program Development

Position: Community Partnerships Intern

Supervisor: Amanda House, ahouse@whdc.org

Dates: 6/7/2010 to 7/29/2010

Internship Description:

The projects and programs the Intern will work on may include, but are not limited to:

Volunteer Management project:

- Organize an action plan to help recruit and activate new volunteers for the organization
- Assist in the planning and delivery of at least three volunteer appreciation events

Organize a school-supply drive for students of Plummer Elementary School & Wesley Housings Community Resource Centers.

Plan and implement community outreach efforts on Wesley Housing s properties:

- Organize resident Focus Groups regarding services offered at the properties
- Assist in organizing community events for residents

Conduct research regarding:

- Affordable housing and homelessness in DC-metro area and nationwide
- Best practice information that may be used as language in future grants

Organize various projects to benefit the residents of Wesley Housing, examples could include:

- Recruiting participants for the our annual Help the Homeless outreach
- Project design of choice

**Western Fairfax Christian Ministries**

13981 Metrotech Drive  
Chantilly, Virginia 20151  
www.wfcmva.org

Internship Type: Development/Fundraising/Special Events

Position: Summer Food Drive Coordinator

Supervisor: Lisa Smith, foodmanager@wfcma.org

Dates: 6/21/2010 to 8/13/2010

Internship Description:

The intern will be responsible for identifying local businesses, churches, and other organizations willing to hold summer food drives on WFCM's behalf. Once these organizations are identified, the intern will be responsible for providing support to the organization as they go about advertising and holding the food drive. This support will include providing the group with a list of foods to be collected, dates and times food will be dropped off to the pantry, and assisting with receiving and shelving the donations when they come in.

The intern will also be responsible for creating a database to include contact information for each participating organization and amount of food received. The intern will be responsible for following up with each donor organization after their drive is held and writing appropriate acknowledgement letters thanking them for their support.

The intern's hours will typically be Monday through Friday from 8:30am to 3:30pm. If it is necessary for the intern to work on a Saturday (not typical), then fewer hours will be worked on the preceding Friday.

**Youth Service Opportunities Project (YSOP)**

1317 G Street, NW  
Washington, D.C. 20005  
[www.ysop.org](http://www.ysop.org)

Internship Type: Program Assistance/Program Development

Position: Program Assistant

Supervisor: Dimitry Beauchamp, [dbeauchamp@ysop.org](mailto:dbeauchamp@ysop.org)

Dates: 5/24/2010 to 7/19/2010

Internship Description:

Summer is YSOP's busiest time, and thus, the intern will be involved in all aspects of YSOP's summer volunteer programs. YSOP provides young people with the opportunities to participate in community service. During day, overnight and weeklong programs, students volunteer in agencies that serve hungry and homeless people. The duties will include publicizing program events; identifying additional worksites that can utilize volunteers; and helping to organize all aspects of YSOP service programs to prepare for student volunteers. This will entail preparing materials for groups and assisting in the group orientation and reflection components of the program. The intern may be asked to staff Service Dinners and Overnight programs. In addition, the intern will follow up with groups after they have left and use their feedback to inform future programs. The intern may also undertake a special project according to his or her interest.