



## 2011 Internship Listing

Interested in a paid summer internship at a local nonprofit? The ExxonMobil Community Summer Jobs Program provides 60 paid internships at D.C. and Northern Virginia nonprofits. Eligible applicants are rising sophomores, juniors, or seniors at accredited American colleges and universities. Interested students should apply directly to the nonprofit agencies of their choice. The hiring period extends to April 29, 2010. **A full list of available internships is below.**

Interested students must be able to provide proof of full-time enrollment in a four-year, accredited university for both Spring 2011 and Fall 2011 semesters.

The following events are **mandatory** for all students hired to participate in the 2011 ExxonMobil Community Summer Jobs Program:

Kick-Off Reception, June 8, 2011, 8:15 a.m. – 10:30 a.m.

Intern Professional Development Seminar, June 23, 2011, 9:00 a.m. to 3:00 p.m.

Additional information is available via the FAQ, [here](#).

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

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**Alzheimer's Association of the National Capital Area – Position Filled**

<http://www.alz.org/nca/index.asp>

3701 Pender Drive, Suite 400

Fairfax, VA 22030

Internship Type: Program Assistance/Program Development

Position Title: Physician Outreach Intern

Supervisor: Barbara McCurry, [barbara.mccurry@alz.org](mailto:barbara.mccurry@alz.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

While Alzheimer's disease is diagnosed and treated by a medical doctor, physicians do not typically spend time counseling their patients and families/caregivers about what community services are available (e.g., adult day care, home health, etc.); how to handle difficult behaviors (e.g., paranoia, agitation, wandering, etc.); how to reduce caregiver stress; among many other topics with which the Alzheimer's Association assists families. Many families facing a diagnosis are overwhelmed and unaware of how the Alzheimer's Association may be of assistance. That is why we are enhancing and expanding our efforts to conduct outreach to neurologists' and geriatricians' offices. We believe this outreach project will afford an intern the opportunity to develop skills in research, plan design, budgeting, and marketing planning, while helping the Alzheimer's Association work toward achieving a strategic goal of outreach to 80% (approximately 320) of neurologists and geriatricians in the greater Washington, D.C. area. Our goal is to provide physician's offices with vital information that will better serve the members of the community who are dealing with this devastating disease. To ensure the workability and ultimate success of this project, we have consulted with a practicing neurologist who serves on our Board of Directors and with the New York City chapter of the Alzheimer's Association, which has launched a similar project.

Following is a summary of internship tasks and responsibilities: 1. Research neurology and geriatrician practices in areas where we receive a high number of Helpline calls; and build a database of these practices. 2. Assist in designing collateral materials for physician practice use. 3. Collect physician outreach procedural information from three other similar-sized Alzheimer's Association chapters; combine and narrow best practices for implementation in this service area. 4. Sample a small number of practices to ascertain their awareness of our chapter services. 5. Plan/possibly execute delivery of materials to select practices. 6. Compile a budget inclusive of material cost, mileage, staff time, etc. 7. Draft procedures for continuing outreach efforts to other practices and suggest best practices for maintaining ongoing visibility. 8. Work with Helpline staff to collect referral source information. 9. Design a monthly reporting mechanism so our staff can continue outreach efforts.

**American Academy of Audiology Foundation**

www.audiology.org

11730 Plaza America Drive, Suite 300

Reston, VA 20190

Internship Type: Public Relations/Marketing

Position Title: 2011 Summer Communications Internship

Supervisor: Kathleen Devlin Culver, kculver@audiology.org

Dates: 6/6/11 to 7/29/11

Intern Job Description:

The American Academy of Audiology Foundation (AAAF) strives to increase awareness about its programs and initiatives in hearing research, education, and public awareness through a variety of Web and print media. This media includes Audiology Today magazine, Focus on Foundation e-newsletter, Annual Report, [www.audiologyfoundation.org](http://www.audiologyfoundation.org), and [audiologynow.org](http://audiologynow.org).

The intern's specific responsibilities will include: research content for Foundation and AudiologyNOW! Web sites; work with staff to write promotional material and event updates; develop donor correspondence; assist in the production of an annual research article; assist in the production of the AAAF Annual Report 2010-11; assist with planning and logistical support for the Academy and Foundation board meetings; and perform other duties, as needed.

**American Horticultural Society**

www.ahs.org

7931 East Boulevard Ave.

Alexandria, VA 22308

Internship Type: Development/Fundraising/Special Events

Position Title: Member Programs and Outreach Intern

Supervisor: Stephanie Jutila, sjutila@ahs.org

Dates: 5/16/2011 to 8/15/2011

**Intern Job Description:**

The Member Programs and Outreach Intern will assist the member programs and outreach staff with the day-to-day operations and ongoing development of the Society's membership, development, and outreach programs. The Intern will work closely with the staff on member recruitment, donor cultivation, and outreach efforts to gardeners on a local and national level. Specifically the Member Programs and Outreach Intern will assist in the planning and coordination of the Society's annual gala, member recruitment initiatives including small and large campaigns to solicit prospect members, communications to current members and donors, along with helping the Society deliver member services. The Intern will also assist with membership and outreach efforts at the Society's national headquarters, including inviting visitors to join the American Horticultural Society, orchestrating membership incentives, and coordinating the production of promotional materials. The Member Programs and Outreach Internship is open to individuals interested in nonprofit management. Candidates with education, work experience, or training related to marketing, non-profit studies, or horticulture will be given preference. Candidates need to be detail orientated, organized, and self-motivated, with strong writing and customer service skills, and a warm professional demeanor. The Member Programs and Outreach Internship is funded by the 2011ExxonMobil Community Summer Jobs Program and administered by Volunteer Fairfax. To qualify for the internship the intern must be a currently undergraduate student enrolled in a U.S. college or university, who will be returning to college as a full-time (minimum of 12 credits per semester) sophomore, junior, or senior student in the fall of 2011. International students need to be eligible to work in the United States.

**Arlingtonians for a Clean Environment**

www.arlingtonenvironment.org

3308 S. Stafford Street

Arlington, VA 22206

Internship Type: Program Assistance/Program Development

Position Title: Solar Raisers Coordinator

Supervisor: Elenor Hodges, elenor@arlingtonenvironment.org

Dates: 6/13/2011 to 8/21/2011

**Intern Job Description:**

The intern will serve as coordinator of the new Solar Raisers Project. Solar Raisers is a volunteer-driven project that promotes the deployment of residential solar energy technology in Arlington. The Solar Raisers project works with commercial partners and volunteers to drastically reduce the upfront costs of solar energy hot water heaters for homeowners and to educate the public about the advantages of solar energy. We anticipate the intern will spend 40% of his/her time on operational activities, 40% on fundraising and development, and 20% on administrative activities.

The intern will: \* Coordinate volunteer recruitment efforts and maintain and update the Solar Raisers volunteer database. \* Actively participate in Solar Raising events, providing support and guidance to volunteers and homeowners. \* Assist in implementing the Solar Raisers communications plan including drafting correspondence to volunteers, writing marketing materials and creating and editing publications. \* Update the Solar Raisers website. \* Conduct grant research, prepare draft letters of inquiry and track correspondence with potential donors. \* Research potential donors to the program. \* Assist with grassroots fundraising efforts, preparing call sheets, and organizing local fundraising events. \* Assist with summer outreach activities, promoting the Solar Raisers project as well as general ACE activities. \* Complete other office tasks as assigned by supervisors.

## **Boat People SOS**

www.bpsos.org

6066 Leesburg Pike Suite 100

Falls Church, VA 22041

Internship Type: Technical/Computer Assistance

Position Title: Information Technology (IT) Capacity-Building Intern

Supervisor: John Grosjean, john.grosjean@bpsos.org

Dates: 6/6/2011 to 7/29/2011

### Intern Job Description:

Boat People SOS, Inc. (BPSOS) is a national community-based organization with 30 years of experience serving the Vietnamese community and 12 branch offices across the country. We are looking for a Summer Intern who will work collaboratively with our Information Technology (IT) and Legal Services Departments to enhance the strength of our organizational IT infrastructure by helping to create a new business continuance plan and providing critical support as the plan is then implemented across the organization. The intern will build critical organizational capacity to ensure that all residents of Fairfax County – including limited English proficient Vietnamese immigrants and refugees – are part of our vibrant, healthy community. The Intern will also have the opportunity to work with different branch offices to develop their own IT policies and procedures, responding to inquiries and troubleshooting, as needed. The Intern will gain valuable technical writing and outreach experience by bringing together resources and information from partners and local agencies to compile best practices for business continuance and disaster recovery planning. In addition, the intern will gain valuable insight into the needs of diverse, community-based organizations. We will provide an in-depth orientation and an overview introduction to IT policies, procedures, and best practices.

Responsibilities/Tasks Include: 1. Research the necessary components of and draft a business continuance plan that includes: a disaster recovery plan, a business resumption plan, a business recovery plan, and a contingency plan; 2. Outreach to BPSOS' network of branch offices, other community-based organizations, and government agencies (particularly legal service providers) to develop a business continuance plan in compliance with all legal requirements; 3. Update organizational network diagrams and documentation, including editing and amending our current Standard Operating Procedures; 4. Research the legal and practical elements of an IT Acceptable Use Policies and Guidelines Handbook, then work with our Legal Services Department to ensure our policy meets all legal requirements; 5. Present final plan to BPSOS' senior staff and prepare a comprehensive FAQ reference guide; and 6. Provide on-going support for BPSOS staff and volunteers, including troubleshooting and assistance. Qualifications: 1. Currently enrolled as a full-time undergraduate student, continuing as a full-time undergraduate in Fall 2011; 2. Knowledge of commonly-used concepts, practices, and procedures within the Information Technology field; 3. Strong research skills, including knowledge of standard style guides (i.e. Chicago Manual of Style) and the ability to create, assimilate and convey technical material in a concise and effective manner; 4. Must be goal-oriented and have the ability to solve problems as they arise; 5. Must be able to work independently, as well as with staff in teams; and 6. Must have commitment to social justice and human rights for immigrant and refugee communities. Benefits: 1. Intern will gain marketable experience and skills by working in a nonprofit setting; 2. Intern will develop technical writing skills and experience; 3. Intern will gain experience in planning and managing a project; 4. Intern will receive training that will be tailored to specific needs and interests; and 5. Intern will enhance their understanding and knowledge of Vietnamese culture.

**Brain Injury Services, Inc.**

www.braininjurysvcs.org

8136 Old Keene Mill Rd., Suite B-102

Springfield, VA 22152

Internship Type: Program Assistance/Program Development

Position Title: Unit Coordinator

Supervisor: Keith Robinson, krobinson@braininjurysvcs.org

Dates: 6/1/2011 to 8/31/2011

**Intern Job Description:**

Under general supervision of the Clubhouse Director, the Clubhouse Intern is responsible for the development and implementation of a day program for persons with brain injuries using the Clubhouse model.

**Job Duties and Activities:** In accordance with the purpose and mission of Brain Injury Services as well as the International Standards for Clubhouses, the Unit Coordinator shall:

- Assist in the daily operating of the Clubhouse, including back-up support when needed, consistent with Clubhouse priorities and goals
- Participate in intake and assessment activities, as needed
- Develop, implement and coordinate work unit activities and socials based upon the needs and interests of the members
- Coordinate services with internal staff and outside agencies
- Train, supervise and evaluate members' progress and participation in the Clubhouse program and activities
- Design, implement and evaluate behavior interventions based on positive behavioral support methodology
- Maintain individual member records as per organizational standards
- Participate in staff development activities and meetings
- Assist with regular program evaluation and quality improvement initiatives
- Represent the Clubhouse at meetings and conferences
- Assist with fundraising activities
- Assist members in initiating and maintaining community partnerships

**Employment Standards:** Education and Experience: Candidate must be registered in a higher education program in brain injury related field such as special education, rehabilitation counseling, social work, etc. Experience providing community based services to persons with disabilities, work with brain injury survivors is highly desirable. Preference will be given to those applicants with experience in a Clubhouse program and with knowledge of person-centered practices.

**Knowledge, Skills and Abilities:**

- Knowledge of principles, practices and methods of operation a day program for adults with disabilities
- Knowledge of the specialized needs of persons who have sustained brain injuries
- Knowledge of case management principles, practices and methods
- Knowledge of person-centered philosophy
- Knowledge of prevocational and vocational methods and programs
- Knowledge of positive behavioral support methodology
- Ability to establish and maintain effective relationships with members, the public, employers and government officials
- Ability to communicate ideas clearly, concisely and effectively both orally and in writing
- Ability to support and facilitate the work of others
- Ability to plan and prioritize work
- Ability to function effectively as a team member
- Ability to perform work assignments in a timely manner
- Ability to respond effectively based on information and judgment in conflict and crisis situations
- Ability to perform duties of moderate lifting and physical activity

**Work Schedule:** Monday through Friday 8:00am to 4:00pm unless otherwise arranged by Clubhouse Director. Additional evenings and weekend hours may be required

**BU-GATA**

www.bu-gata.org

927 S. Walter Reed Drive Suite 28

Arlington, VA 22204

Internship Type: Children/Youth

Position Title: Youth Curriculum Development Intern

Supervisor: Alyssa Duda, buckinghamyouthbrigade@gmail.com

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

This internship focuses on curriculum planning as well as implementation for our Buckingham Youth Brigade (BYB) youth program. The intern will be responsible for producing a youth curriculum manual which will incorporate the following: 1) Best practices to shape our own programming. 2) Database of resources for workshop development. 3) Evaluation of current program strengths and areas requiring improvement. 4) Analysis of impact of the program through interviews of past participants. Intern will also be involved in current program implementation including facilitating workshops and coordinating field activities with the youth coordinator. Specific Tasks includes: -Produce a youth curriculum manual that correlates program goals with specific workshop topics/skill sets -Evaluate peer groups: Site visits and meetings with peer groups in the local area and internet research about peer groups in other regions -Strengthen database of core contacts to create a systematic approach for future BYB work plans -Correspond/Meet with already established core and new contacts to get updates on activities and identify new ways to collaborate with other groups -Evaluate BYB Program: Contact former BYB youth participants to document impact of program on their career choices -Work with coordinator to produce quarterly BYB newsletter -Facilitate and develop workshops: Depending on intern's interest and capability, plan workshops around curriculum topics as defined together with the BYB coordinator -Help plan field activities together with the BYB coordinator

**Capital Area Food Bank**

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

645 Taylor Street, NE

Washington, DC 20017

Internship Type: Children/Youth

Position Title: Kids Cook Coordinator

Supervisor: Jodi Balis, [balisj@capitalareafoodbank.org](mailto:balisj@capitalareafoodbank.org)

Dates: 6/20/2011 to 8/15/2011

**Intern Job Description:**

Kids Cook! is a program of the Nutrition Education Department at the Capital Area Food Bank designed for children participating in Kids Cafe Programs, after-school and summer feeding sites that receive food from the Food Bank. Our Intern will lead a four-week, one-hour, series of hands-on cooking classes with Kids Cafe site coordinators and children. The series emphasizes interactive snack preparation using simple and familiar ingredients so that Kids Cafe site coordinators will learn how to use common food bank ingredients in healthy ways and so that children can enjoy nutritious snacks. Our intern will meet with nutrition education staff and will receive training from the Nutrition Programs Specialist to learn about the Kids Cook program and curriculum. The intern will teach Kids Cook! and provide feedback about its effectiveness in the class. After sites are selected and coordinated, the intern will make an initial visit to the site to meet site coordinator and to assess the logistics for the class. The intern will teach Kids Cook! and provide feedback about its effectiveness in the class. The intern will also be part of a recipe database project in the Nutrition Education Department. Responsibilities include testing recipes on their own or in the community, evaluating recipe testing results, and inputting selected recipes into the database.

**Celebrate Fairfax, Inc. – Position Filled**

www.celebratefairfax.com

12000 Gov't Center Pkwy., Suite 247

Fairfax, VA 22035

Internship Type: Public Relations/Marketing

Position Title: Communications and Outreach Intern

Supervisor: Meagan Butkus, meagan.butkus@fairfaxcounty.gov

Dates: 5/16/2011 to 7/11/2011

**Intern Job Description:**

The Communications and Outreach Intern will assist with general event management needs as well as the development and execution of the communications plan for the 2011 Celebrate Fairfax! Festival being held at the Fairfax County Government Center, June 10-12. He/She MUST be available to work the entire weekend of the festival with other staff members (June 10-12). Prior to the event, the intern will assist in public relations related initiatives, volunteer recruitment and management, program development, special projects, and will also provide administrative support for Celebrate Fairfax, Inc. staff. The intern's duties and responsibilities are to include: \*Assist with volunteer recruitment, including working with representatives of corporations and organizations providing volunteers for the Celebrate Fairfax! Festival \*Assist with coordination of volunteer incentives program \*Assist with planning and logistics of the Lords and Ladies Salute! event and other CFI special events. \*Create and distribute various documents relating to the festival marketing campaign including press releases, festival newsletter and online festival program. \*Assist in development and coordination of a word-of-mouth/guerilla marketing publicity campaign including the use of street teams and other non-traditional advertising venues (Facebook, Myspace and YouTube).

**Central Fairfax Services, Inc. – Position Filled**

www.centralfairfaxservices.org

6860 Commercial Drive

Springfield, VA 22151

Internship Type: Program Assistance/Program Development

Position Title: Sensory Stimulation Activities Instructor

Supervisor: James Lewis, jlewis@ourpeoplework.org

Dates: 5/31/2011 to 7/22/2011

**Intern Job Description:**

**GENERAL STATEMENT OF DUTIES:** Provide opportunities for individuals with intellectual and other related disabilities to experience sensory stimulation activities (inclusive of: auditory, visual, tactile stimulation). Responsible for researching activities and equipment for the sensory stimulation room, developing a handbook for staff to utilize referencing the sensory stimulation activities, and implementing sensory stimulation activities that will provide (but not limited to) relaxation, self awareness, awareness of surroundings, and development of leisure skills 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 sensory stimulation activity. Develop and produce a reference guide for staff to utilize with the individuals served that would state the sensory activity, equipment/materials needed, average time to perform the activity and anticipated results (may include pictures of the sensory activity or equipment). Follow stated goals/objectives for each sensory activity. Inform the individual/group of the expectations prior to initiating the sensory activity. Develop a daily/weekly activity schedule for the individuals you are working with. 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 through observation, communicating with the individual served and with the staff; analyze the information gathered in order to determine the needs and abilities as well as the appropriateness of the sensory activity. Assure that the sensory activity is person centered (an activity the individual enjoys, wants to participate in, etc.) Actively participate in the sensory stimulation activity providing support and encouragement to all participants. Document and provide feedback to CFS staff regarding the individual's progress, interest, etc. in the sensory stimulation activity. Research and contact resources for sensory stimulation activities and equipment that would be beneficial for the sensory stimulation room. 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. Provide a safe, orderly working environment. Participate in department, management, and individual meetings for the person served as appropriate to inform the team of status and/or progress with sensory stimulation activities. Consult with the Person-Centered Activities Program Manager and other disciplines (speech therapy, occupational therapy, and physical therapy) at CFS to develop appropriate sensory stimulation activities for the individual(s) or group(s).

**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 2011 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 2011.

**Community Residences, Inc.**

www.comres.org  
14160 Newbrook Dr.  
Chantilly, VA 20151

Internship Type: Development/Fundraising/Special Events

Position Title: Development Assistant for Donor Research, Recognition and Communications

Supervisor: Rock H. Schuler, rschuler@comres.org

Dates: 7/5/2011 to 8/26/2011

**Intern Job Description:**

The Development Assistant for Donor Research, Recognition, and Communications is Responsible to: The Director of Development. Duties: DONOR RESEARCH – utilizes on-line and hardcopy research skills, evaluative judgments, budget management, ability to work with supervisor on a joint project. – utilize major donor research tools, including WealthEngine and Prospect Generator, to determine the potential giving capabilities of current donors and identify potential new major donors - based on this data and working with the Director of Development, create a major donor cultivation and moves management strategy for implementation by senior staff - utilizing subscription services available to CR, identify and rank in priority order 25 or more potential grant funding sources. DONOR RECOGNITION – utilizes research and creative design skills, team facilitation across departments, proposal creation and presentation skills on the Board level, project management skills and budget management. - working with the IS department and CR's Development Dep't, create and present a proposal for the redesigning of the agency's primary reception area in order to create a multi-media welcome center that emphasizes CR's mission and consumer success stories while honoring endowment donors (past and future). COMMUNICATION – utilizes graphic design creativity, organizational/layout skills, research skills, strategic planning abilities, team facilitation and co-worker cooperation, social networking and on-line fundraising ideas/abilities. - working with CR's Development Dep't, assist in the ongoing creation of program marketing materials, following in the design of the agency's web page, primary brochure and other branding materials -building on CR's new webpage and facebook presence, develop and implement the beginnings of a social networking strategy that will increase agency on-line visibility and draw visits to and donations from the primary website. MISCELLANEOUS – utilizes independent thinking and creative initiative; ability to bring ideas to upper management and have them rejected, accepted or modified. - drawing on personal perceptions and creativity, bring ideas to the table that enhance CR's ability to further engage current stakeholders and develop relationships with potential new stakeholders, especially via special events and for CR's ArtWorks program (working collaboratively with ArtWorks' director).

**CrisisLink**

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

2503D N. Harrison Street, #114

Arlington, VA 22207

Internship Type: Public Relations/Marketing

Position Title: Outreach & Communications Intern

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

Dates: 6/6/2011 to 8/1/2011

**Intern Job Description:**

CrisisLink seeks an Outreach & Communications Intern to help enhance CrisisLink's outreach efforts by developing multimedia content, video testimonials, and an online web catalog for targeted use in communications, outreach, social media, and online and fundraising efforts. The intern's major tasks will include helping to 1) create a structured process for collecting and designing targeted marketing videos, 2) create and populate an online web catalog of multimedia content, and 3) make recommendations for integration into each functional outreach area for continued use.

**CrossLink International**

www.crosslinkinternational.net

427 N. Maple Ave

Falls Church, VA 22046

Internship Type: Development/Fundraising/Special Events

Position Title: Fundraising Event Manager

Supervisor: Dan Henneberg, dan@crosslinkinternational.net

Dates: 5/23/2011 to 7/15/2011

Intern Job Description:

Plan a fundraiser event from beginning to end with a goal of raising \$10,000 for the mission of CrossLink International. The event can be a concert, art show, walk/run, dinner...anything is possible. Necessary resources, e.g., donor lists and up-front expenses, will be provided. Intern will plan theme and location of event, create invitation list, solicit sponsors, develop event budget, recruit vendors, market event and finally, train staff members to execute the event. Or, if time allows, actually execute the event.

Qualifications include: education and/or experience in fund raising or marketing; communication, problem-solving and organizational skills; willingness to hone fund-raising development skills; ability to use budgeting and expense tracking software and desire to experience a nonprofit environment.

**Encore Stage & Studio**

www.encorestage.org

P. O. Box 969

Arlington, VA 22216

Internship Type: Public Relations/Marketing

Position Title: Arts Marketing Intern

Supervisor: Sara Strehle Duke, sara.duke@encorestage.org

Dates: 6/6/2011 to 8/9/2011

**Intern Job Description:**

The intern's primary project is to develop, conduct and analyze data from a marketing survey of Encore's audiences at its summer production, *The Wizard of Oz*. This survey will detail the results of marketing efforts planned and conducted in the previous weeks, and will provide information on which Encore can base marketing for its 2011-2012 season. Along with this project, the intern will: 1. Create a comprehensive media database; 2. Develop strategies for online advertising; 3. Create press releases for the 2011-2012 season and education programs; 4. Generally promote Encore at community events, e.g. Arlington County Fair; 5. Work to generate group sales for *The Wizard of Oz*; 6. Find interesting community outreach opportunities related to *The Wizard of Oz*; 7. Fill in at the box office for *The Wizard of Oz*; 8. Assist the ED at development-related events as needed. During the period of the internship, Encore will begin planning for its 45th anniversary celebration, and putting into place a fundraising activity for its new Community Advisory Board. The intern will also have opportunities to work on these projects if time permits. The intern should be a capable writer. He or she should also be comfortable with computers, eager to learn new tasks, and should be a high-energy promoter of arts programs for children and youth.

**Escuela Bolivia**

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

2801 Clarendon Blvd., Suite 216

Arlington, VA 22201

Internship Type: Public Relations/Marketing

Position Title: Communications and Marketing Intern

Supervisor: Vanessa Guerrero, [vguerrero@escuelabolivia.org](mailto:vguerrero@escuelabolivia.org)

Dates: 6/1/2011 to 7/27/2011

**Intern Job Description:**

This is an exciting time to be involved with Escuela Bolivia's communications efforts. Prompted by the need to better reflect our mission in order to optimally support underserved Latino families, Escuela Bolivia is undergoing a rebranding process that includes a new umbrella name for the organization. To support these efforts and ensure that Escuela Bolivia's new brand will have the greatest impact, a Communications Intern will be in charge of community outreach and needs assessment, relations with media outlets, creating publicity materials, maintaining our email database, and updating the organization's online tools, including our website and blog. The internship will also afford the individual the opportunity to launch our new social media presence via Facebook and Twitter, and produce communications materials in English and Spanish given our focus on the Latino community. The intern will be an integral part of our staff and will gain experience and insight into a variety of areas, including communications, outreach, and nonprofit management at a community-based, grassroots organization.

**Fairfax CASA**

www.casafairfax.org

4103 Chain Bridge Road, Suite 200

Fairfax, VA 22030

Internship Type: Public Relations/Marketing

Position Title: Marketing Specialist - Electronic Media

Supervisor: Elisa Kosarin, [ekosarin@casafairfax.org](mailto:ekosarin@casafairfax.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

Fairfax CASA seeks to employ a summer intern to assist the Associate Director, Recruitment and Training in developing a new volunteer recruitment strategy that makes use of electronic media. In doing so, the intern will help to leverage two new resources, which have been brought to the organization this year:

1) a child advocacy awareness campaign focusing on social media, currently under development by a team from the Fairfax County Chamber of Commerce Emerging Leaders Institute (ELI) and 2) a newly designed website, made possible by a grant from the Philip Graham Fund and expected to be beta launched in late spring, close to the projected start date for the internship. With regard to social media, the intern will build upon enhancements made to Fairfax CASA's Facebook and Twitter accounts by the ELI group, and assist in the development of recruitment messaging to target prospective volunteers within the two social networking services. With regard to the redesign and upgrade of the website, the intern will assist in the beta testing and final design of the web pages most trafficked by prospective volunteers. The intern may also assist in the design of additional web pages intended to link the website to the organization's social media accounts and, ultimately, help integrate all of Fairfax CASA's electronic recruitment methods. It is anticipated that the intern's efforts will lead to an increase in inquiries from prospective volunteers to help Fairfax CASA meet its mandate of one volunteer for every case of abuse and neglect referred by the court. Specifically, the intern will be actively engaged in the following tasks:

- Researching effective volunteer recruitment techniques for electronic media
- Assisting in the design of a marketing plan designed to target individuals most likely to become successful CASA volunteers
- Helping devise and implement particular recruitment techniques as dictated by the marketing plan
- Helping develop outcome measures for assessing the success of the project
- Assisting in the reporting and interpretation of outcomes to make project revisions

**Fairfax Choral Society**

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

4028 Hummer Rd.

Annandale, VA 22003

Internship Type: Public Relations/Marketing

Position Title: Marketing Intern

Supervisor: Paul Cohen, [pcohen@fairfaxchoralsociety.org](mailto:pcohen@fairfaxchoralsociety.org)

Dates: 6/20/2011 to 8/15/2011

**Intern Job Description:**

The Fairfax Choral Society is recruiting for a Marketing Intern. The Intern will be mainly responsible for creating and implementing a marketing plan for the upcoming 2011-2012 season - our 50th anniversary - and beyond. This will include: 1) Collaborating with the Executive Director, Director of Operations, and Marketing Committee Chair to determine what has been done in the past and develop the actual marketing plan (including deadline dates and responsible parties). 2) Serving as the main point of contact and guide for the graphic designer to create a specific and consistent look for the 50th Anniversary season, including the 2011-2012 Season Brochure. 3) Creating marketing materials specifically designed to promote FCS's education programs, the Adult Chorus, the Youth Choruses, and the organization as a whole. 4) Assisting in the implementation of a monthly newsletter, including content creation and distribution. 5) Assisting with expanding our blog, website, and social media activity, as well as work with other new media outlets to expand awareness of FCS. 6) Marketing research - exploring new education, ensemble, and programming ideas from a marketing perspective (e.g. finding out what kind of educational programs are wanted by the community). 7) Researching and updating the current FCS media contact list. The Marketing Intern will need to be creative, with excellent written communication skills. Knowledge of social media and Microsoft Office is a must. The Intern should also have interest in music, the arts, and/or working for a non-profit. This list is by no means exhaustive, nor is it set in stone. We will encourage the Intern to become involved in areas he/she has a particular strength or interest, as it is important that the Intern receives all opportunities possible to expand his/her knowledge and have a positive experience.

**Fairfax Library Foundation**

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

12000 Govt. Center Parkway, Suite 329

Fairfax, VA 22035

Internship Type: Planning/Administration

Position Title: Foundation Research Intern

Supervisor: Martina Murphy, [martina.murphy@fairfaxlibraryfoundation.org](mailto:martina.murphy@fairfaxlibraryfoundation.org)

Dates: 6/1/2011 to 8/15/2011

**Intern Job Description:**

The intern will research Library programs funded by the Library Foundation to determine the "Rate of Return" for the Foundation. He/she will create forms which will be used to evaluate programming in the future. This information will allow the Foundation to make better informed budgetary decisions on funding library programs. The intern will also research the impact the current economic condition has had on fundraising by the Foundation by: - Researching the budget in relation to budget system (budget trends and its effect on programs) - Developing an evaluation system of Foundation funded programs – what public likes/dislikes – what is it most interested in? - Attending summer programs to evaluate program for self and to give evaluations to attendants - Preparation of report of findings – what data did you find? What are your recommendations for the Foundation's funding? - Develop a small-scale fundraising plan the Foundation. A knowledge of statistics would be helpful.

**Fall For the Book**

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

4400 University Dr. MS 3E4

Fairfax, VA 22030

Internship Type: Public Relations/Marketing

Position Title: Festival Marketing Intern

Supervisor: Kara Oakleaf, [fftb@gmu.edu](mailto:fftb@gmu.edu)

Dates: 7/1/2011 to 9/30/2011

**Intern Job Description:**

The Festival Marketing Intern will assist the Marketing Director and Festival Manager in developing and executing effective marketing plans for the 2011 Fall for the Book Festival. The intern will work on marketing plans for both specific events and the festival as a whole. The intern's main job will be working within a defined budget to generate and execute a creative marketing plan for the 2011 festival events. In addition, the intern will also participate in other festival marketing tasks such as: identifying matches between classes or interest groups and specific festival events, assisting with on-campus marketing, researching options for creative and cost-effective online marketing, and other tasks that fall in line with the intern's learning objectives and interests.

**Falls Church-McLean Childrens Center**

www.fcmlcc.org  
7230 Idylwood Road  
Falls Church, VA 22043

Internship Type: Development/Fundraising/Special Events  
Position Title: Communications-Development Intern for Early Education  
Supervisor: Renee Boyle, Renee\_Boyle@fcmlcc.org  
Dates: 6/6/2010 to 8/5/2010

**Intern Job Description:**

Development & Communications Intern will work with the Executive Director and Development Director to increase community visibility and attract financial support for the Center that serves a culturally and financially diverse sector of the community, including low-income, working immigrant families. Projects will include: \* Creating a summer newsletter and accompanying solicitation go out to potential and current donors \* Create a social media presence through our new Facebook page and other media to establish new relationships with Center "alumni" and other potential donors and build on relationships with current supporters. \* Conducting alumni outreach in order to find at least 20 former students who can tell their story. \* Expanding web site content and sections to better describe our mission to potential parents and donors. \* Creating a printed program and other promotional pieces for recognizing sponsors for our second annual golf tournament to be held in October. SKILLS required include good grammar and communications skills, including clear, concise writing ability. Additional Skills include photography, familiarity with web site design and writing, publication design, basic computer skills. Spanish language a plus.

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

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

Internship Type: Development/Fundraising/Special Events

Position Title: Conference Intern

Supervisor: Marla Walls, CMP, mwalls@fcclainc.org

Dates: 5/16/2011 to 8/12/2011

**Intern Job Description:**

The Conference Intern will assist FCCLA's Director of Conferences in preparing for the 2011 National Leadership Conference for approximately 6,000 students and advisers in July. They will also travel to the conference in Anaheim, California July 8-15 to assist with onsite logistics. The intern will work closely with the conference team but will report directly to the Director of Conferences. Specific duties will include but are not limited to:

- Plan display event "Spotlight on Projects" with approximately 60 participants. Receive applications, confirm participation, create diagram, and manage onsite setup. Event is held in conjunction with the conference exhibits tradeshow.
- Plan and present a one (1) hour youth leadership workshop for 150-200 high school students that will be held at the National Leadership Conference. Work with a former FCCLA national/state officer to create a PowerPoint presentation and supporting handouts. Order additional workshop materials within set budget amount.
- Assist with planning 6-8 career exploration tours and manage onsite logistics. These career exploration tours give students an opportunity to visit businesses located in Anaheim for an in depth realistic look at industries FCCLA members are passionate about. Career exploration options will be available in a variety of industries such as culinary, fashion, finance, and hospitality.
- Assign meeting space and handle logistics onsite for assigned breakouts. State meeting room assignments, general session regional seating diagram and assist with onsite coordination STAR (Students Taking Action with Recognition) Events display with General Services Contractor, help with meeting room setup checks for breakouts as assigned
- Send VIP invitations to partners, potential sponsors, local government officials and other FCCLA stakeholders. Confirm RSVP's and assist with VIP Reception at the conference.

**Federation of American Scientists**

www.fas.org

1725 DeSales St., NW, Suite 600

Washington, DC 20036

Internship Type: Other

Position Title: Game Design/Evaluation intern

Supervisor: Melanie Stegman, mstegman@fas.org

Dates: 6/15/2011 to 8/15/2010

**Intern Job 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: 1) Maintaining contact with 7th-12th grade teachers through email and web pages, aligning Immune Attack with science teaching standards, etc. 2) Statistically analyzing evaluation results, re-writing questions so they are more effective, etc. 3) 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. 4) 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. 1) 2) and 3) require someone with a biology/chemistry/physics or chemical engineering background, basic statistics, good writing and editing skills, and a sense of fun. 4) 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.

## **Foster Care Alumni of America**

www.fostercarealumni.org

901 N. Washington Street, Suite 208

Alexandria, VA 22314

Internship Type: Public Relations/Marketing

Position Title: Marketing Intern

Supervisor: Amanda Chandler, achandler@fostercarealumni.org

Dates: 6/20/2011 to 8/13/2011

### Intern Job Description:

The intern will be responsible for identifying new markets for FCAA's three primary products, 1) the book FLUX: Life after Foster Care, 2) the FLUX Training program, and 3) a new book to be released at the end of 2011 around FCAA's Exploring the Culture of Foster Care Postcard Project, which features postcard submissions from former foster youth. We know from alumni stories that transitioning out of foster care at age 18 is a challenging experience. FCAA created the FLUX book and the FLUX training curriculum to help young people navigate the emotional journey from foster youth to adult.

Unfortunately, many youth are not in a position to purchase FLUX for themselves. FCAA's intern will be reaching out to child welfare professionals, independent living coordinators, military service members, and other audiences of caring adults who may be interested in ensuring that foster youth receive FLUX or have an opportunity to participate in FLUX training as one more tool to help them during their transition. FCAA's intern will create and implement a plan to reach new audiences working with foster youth to market each product. These efforts will not only advance FCAA's mission and benefit foster youth in transition, they also provide a critical revenue stream to FCAA to ensure the organization's stability. The intern will be responsible for the following tasks:

- Review data on existing book purchases to understand primary market;
- Review past marketing efforts, and which audiences have already been reached;
- Research and recommend potential new markets for each product, which may include untapped associations for child welfare or independent living professionals, groups working with youth in crisis, young alumni in the military, public libraries or other spaces that reach broad audiences, etc.
- Create an outreach plan for the release of FCAA's Postcard Project book, expected in the 3rd quarter of 2011;
- Create content for FCAA's website, Facebook page and Twitter account around FCAA's products;
- Create content for an alumni video campaign expected to launch in 2011 focusing on the message "I'm here" and corresponding to the Postcard Project book release;
- Manage alumni submissions and postings for the "I'm here" campaign;
- Correspond with bloggers addressing child welfare issues and encourage them to feature FCAA products in their postings;
- Develop any needed marketing materials for web or email efforts; and
- Assist the CEO, Deputy Director, and Internal Resources Manager as needed.

FCAA will seek a candidate with the following knowledge, skills and abilities:

- \* Solid understanding of marketing principles and market research tools;
- \* Strong web/internet skills and the ability to use social marketing tools such as Facebook, Twitter and YouTube;
- \* Strong written and verbal skills;
- \* Use of good judgement and decision-making skills;
- \* Ability to work both independently and as part of a team.

Candidates with a marketing background will be strongly considered.

**Friends of Frying Pan Farm Park**

<http://offices.ext.vt.edu/fairfax/>

12011 Government Center Pkwy. Suite 1050

Fairfax, VA 22035

Internship Type: Development/Fundraising/Special Events

Position Title: Fairfax County 4-H Fair Intern

Supervisor: Lenah Nguyen, lgeer@vt.edu

Dates: 6/20/2011 to 8/12/2011

**Intern Job 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.

**Good Shepherd Housing & Family Services**

www.goodhousing.org

PO Box 15096

Alexandria, VA 22309

Internship Type: Casework/Counseling

Position Title: Emergency Services Case Manager

Supervisor: Tom Barnett, tbarnett@goodhousing.org

Dates: 6/1/2011 to 8/1/2011

**Intern Job Description:**

The intern will provide short-term case management services for our Emergency Services basic needs program, which ensures that low-income families keep their homes in times of short-term financial crises. Duties include:

- Interviewing applicants and determining level of assistance needed to maintain their homes
- Coordinating packages of assistance with other agencies, particularly Fairfax County's Coordinated Services Planning, to reduce duplication and maximize assistance
- Verifying applicable information; requesting checks from the agency's finance team; and mailing checks after review
- Connecting clients to other agencies or resources, such as food pantries or benefits programs, which will assist them in the future to maintain their homes
- Maintaining confidential client files in hard copies and in the computer dbase
- Providing basic monthly reports to track trends and measure program outcomes
- Working with other staff to ensure that applicants who need more than emergency assistance can apply for other housing programs or services at Good Shepherd Housing and at other agencies

Knowledge of the local community, resources and issues, as well as landlord-tenant law, is beneficial.

**Goodwin House Bailey's Crossroads – Position Filled**

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

3440 S. Jefferson Street

Falls Church, VA 22041

Internship Type: Seniors

Position Title: Senior Arts Festival Project Developer

Supervisor: Dee Pekruhn, [dpekruhn@goodwinhouse.org](mailto:dpekruhn@goodwinhouse.org)

Dates: 6/6/2011 to 8/5/2011

**Intern Job Description:**

Supported by the Creative Forte creative arts program at GHBC, the Senior Arts Festival Project Developer will assist the Resident Services staff with designing, developing, coordinating, and implementing a Bailey's Crossroads Senior Arts Festival in the summer of 2011. The Developer will assist in all aspects of planning the event, from contacting other retirement communities and senior centers for submission of artwork and performing groups, to arranging for exhibition space, to recruiting judges for the exhibition, to designing and distributing the advertising literature for the event - and beyond. The Senior Arts Festival will feature a wide variety of arts disciplines and area seniors from the community will be invited to submit artwork for the event, serve as judges for the exhibitions, and attend and enjoy the showcase of Senior Artists in the Bailey's Crossroads Community. GHBC plans to partner with the National Center for Creative Aging, other local retirement homes, and local Aging Agencies to sponsor and promote the event. The Developer will be able to draw on both their interests/ talents in the arts as well as learn all the aspects of successful special events planning and marketing. The Developer should be highly detail oriented, enthusiastic about the arts, and enjoy and have sensitivity to working with senior adults.

**GRACE Ministries of the UMC**

www.graceministriesumc.org

13600 Frying Pan Road

Herndon, VA 20171

Internship Type: Program Assistance/Program Development

Position Title: Program Assistant

Supervisor: Reverend Martha Real, mreal@florisumc.org

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

As a program assistant, the intern will work in the following areas: 1) Assist with the planning and execution of monthly distributions of food, clothing and diapers. 2) Design and lead activities for young children while at a distribution. 3) Create a brochure for parents that list resources for health care, school supplies, ESL classes, and other areas of need. 4) Design a new "Service Hours" form that can be given to student volunteers earning service hour credit. In the area of program development, the intern will develop social media and new printed information about Grace Ministries distributions and job training programs. The intern will also conduct research on new funding sources for Grace Ministries distributions and job training programs.

## **Greater Reston Arts Center**

www.restonarts.org

12001 Market Street, Suite 103

Reston, VA 20190

Internship Type: Education/Instruction

Position Title: Art Education Digital Learning Intern

Supervisor: Jeanne Loveland, jloveland@restonarts.org

Dates: 6/6/2011 to 7/29/2011

### Intern Job Description:

The intern will be working on development of a new digital learning product for the Greater Reston Arts Center (GRACE) Art in the Schools (AIS) program. The AIS program was established in 1976 by GRACE as an art education outreach program to supplement and support local children's art experience in public elementary schools. The program is based on in-class presentations of art historical subjects, followed by coordinating art projects. The program consists of 77 art portfolios that focus on 72 different artists or artistic subjects. The portfolio includes copies of artwork, teaching material and suggested art activities as well as resource materials. Today the program, also known in schools as GRACE Art, operates in both public and private schools. In public schools the program supplements the existing curriculum, both in art and other areas. In private schools the AIS program often is the art program for the school. The AIS program currently reaches over 22,000 students in 46 area schools, located primarily in Fairfax County, but also in Loudoun County, and Washington, DC. Undoubtedly, children of ExxonMobil employees participate in the Art in the Schools program in some of the area schools. It is run almost entirely on a volunteer basis by over 2,000 individuals. The AIS program is unique; there are very few programs similar to it in the country. It is a very highly regarded art education program. We regularly receive requests for the program from outside our program area, both nationally and internationally. The current model requires a local physical presence in order to pick up the portfolios thus limiting the market. Over the last three years, GRACE has been converting the program components to digital format. This year we developed new "electronic portfolios" moving the portfolios from physical images to digital images by converting the physical portfolios to PowerPoint presentations. This new product has been extremely popular. There is no text in the current presentations, only images. The next step is to create an entirely independent digital learning Art in the Schools product that is available through the internet. This will allow the program to be offered anywhere and vastly expand the market of the AIS program. This product idea was discussed at the fall Board of Directors Retreat. Board members were very excited and strongly supported the idea.

**Job Description** The intern will be working on the research and development of this new digital product. The intern will work with the AIS Director to develop product guidelines, a prototype, and then to create the actual products. A separate product will be created for each of the 72 portfolios that currently exist. Research will include working with a local art education expert (board member) to identify material to be included and working with technology experts on the software application. For each portfolio, the tasks will include: evaluating the existing portfolio, identifying art work to be included, writing the presentation script, creating the actual presentation using the selected software, modifying resource materials to match new format and compiling a complete portfolio package. The length of time to complete the entire project will exceed the internship's time frame but a complete product for some of the portfolios will be completed during the internship time frame.

## Hispanic College Fund

<http://www.hispanicfund.org>

1300 L Street, NW Suite 975

Washington, DC 20005

Internship Type: Volunteer Coordination

Position Title: Hispanic Youth Institute College and Student Relations Fellow

Supervisor: Daniel Sarmiento, [dsarmiento@hispanicfund.org](mailto:dsarmiento@hispanicfund.org)

Dates: 5/30/2011 to 7/22/2011

### Intern Job Description:

Many of the responsibilities will require leadership to recruit, manage, guide, and train 40 college students, graduate students, and young professionals for the HYI Kick-Off that will occur during the summer. Much of this preparation will require meeting timely deadlines, being very detail oriented (using Word and Excel), and ensuring that information is disseminated to volunteers using various channels. This marketing campaign to effectively recruit these volunteers will be solely the responsibility of the Fellow; thus, the Fellow will take much ownership in all aspects regarding this project.

Additionally, the HYI College and Student Relations Fellow will be responsible for providing support to regional HYI Directors in the implementation of HYI year-round programming. -Consistently work with HYI Program Manager to develop a strategic marketing campaign to recruit, develop, and train college level mentors to serve as Resident Advisors for the Hispanic Youth Institute Kick-Off, which includes:

- o Creating flyers/emails to disseminate through various local university student organizations and networks
- o Hosting informational workshops on university campuses to describe the HYI Kick-Off to students and young professionals interested in volunteering
- o Review and score Resident Advisor/Junior Resident Advisor applications; conduct interviews of applicants if deemed necessary
- o Following up with applicants to ensure all applicant records are accurate and up-to-date
- o Conduct training sessions, conference calls, workshops, and events aimed at developing and preparing Resident Advisors/Junior Resident Advisors for the HYI Kick-Off
- o Assign high school students to familias according to various components of their applications
- o Coordinate with hosting university resident hall manager for student and volunteer room assignments
- o Create binders for all Resident Advisors/Junior Resident Advisors to utilize during the HYI Kick-Off (materials will be provided)
- o Lead nightly debriefings to ensure all Resident Advisors are thoroughly prepared for the following days' activities
- o Conduct debriefing sessions with Resident Advisors and create a report that reflects those findings
- o Prepare and present orientation training at the beginning of the HYI Kick-Off
- o Manage students in preliminary and final competitions (talent, art, speech) on-site to ensure they attend correct competitions at specified times (will involve students in multiple competitions)

-Collaborate with regional directors to take a proactive role in student recruitment and support by:

- o Hosting informational workshops at local high schools to generate interest in students to participate in the HYI Kick-Off
- o Create and develop marketing material for distribution using PowerPoint, Publisher, Photoshop, Illustrator, or other media software
- o Assist in developing HYI and HCF presence at the university level
- o Identify various on-campus and community leaders to participate in HYI year-round programming
- o Assist with mass-mailings to high school students selected to participate in the HYI Kick-Off

-Adherence to the Hispanic College Fund's Volunteer Code of Conduct -Coordinate with your HYI College and Student Relations Fellow male/female counterpart on all of the aforementioned responsibilities -Identify potential HYI College and Student Relations Fellow candidates that you would mentor and train to become the following year's HYI College and Student Relations Fellow

**Homestretch, Inc.**

[www.homestretch-inc.org](http://www.homestretch-inc.org)

370 South Washington St. Suite 400

Falls Church, VA 22046

Internship Type: Children/Youth

Position Title: Child Services Intern

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

Dates: 6/1/2011 to 8/10/2011

**Intern Job Description:**

The intern will assist the Child Services Department 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.

**Initiative for Public Art - Reston**

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

12001 Market Street, Suite 103

Reston, VA 20190

Internship Type: Program Assistance/Program Development

Position Title: Public Art Research and Writing Internship

Supervisor: Anne Delaney, [annedelaney@publicartreston.org](mailto:annedelaney@publicartreston.org)

Dates: 5/16/2011 to 7/8/2011

**Intern Job Description:**

The Intern will work under the supervision of the Executive Director to develop the material for an exhibition on existing public artwork in Reston organized in collaboration with the Reston Museum to take place in the fall of 2011, and to develop an educational portfolio on public art for elementary schools in the Reston area. The intern will primarily be responsible for writing texts on each existing public art work and artist that will be used for the exhibition and the IPAR website. The intern will also write texts in a narrative form for an audio guide on public art in Reston. Other duties may be required pertaining to the development of the exhibition project. This may include helping in identifying recording studios and narrators for the audio-guide. The intern will assist in the research and writing of texts for an educational portfolio on public art. The Intern will also participate in other projects based on his/her interests.

**INOVA Kellar Center**

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

11204 Waples Mill Rd.

Fairfax, VA 22030

Internship Type: Education/Instruction

Position Title: Student Teacher Intern

Supervisor: Amy Hartswick, [amy.hartswick@inova.org](mailto:amy.hartswick@inova.org)

Dates: 6/27/2011 to 8/19/2011

**Intern Job Description:**

The Kellar School of Inova Kellar Center is an accredited therapeutic day school for students with emotional disabilities. The intern will be an active member of the school staff during its Extended School Year (ESY) summer program. This program provides support and reinforcement opportunities for students to maintain and further develop the academic, social, and independent living skills they have been learning during the regular school year. The intern will teach students who have been identified as eligible for special education services due to emotional disabilities, specific learning disabilities, other health impairments, or a combination of these disabilities. The intern will use the student's Individualized Education Plan (IEP) to guide decisions about the teaching strategies and assignment modalities used to help each student develop both academic and social skills. In addition to providing direct, individualized instruction to these young people, the intern serves as a role model of prosocial interactions, appropriate conduct, and positive decision-making skills. The intern will participate as part of the school staff team in planning educational field trips, implementing the program's behavioral management system, and making team decisions about questions and situations that arise during the course of the summer school program. To further enhance the educational opportunity for the intern, the intern will select his or her own special projects to complement professional goals. Project choices will include planning and directing an end-of-summer, all-school event for the students; developing an extensive set of independent study materials for review and practice in critical skill areas for use not only in the summer program but also in the school year by students who require frequent and ongoing rehearsal of skills for mastery; creating a resource digest for use by teachers for educational websites in multiple subject areas including access information, description of content, format, grade levels, and other pertinent findings; submitting proposal for self-identified project that meets intern interests and school needs for possible implementation.

**Jewish Community Center of Northern Virginia**

www.jccnv.org

8900 Little River Turnpike

Fairfax, VA 22031

Internship Type: Casework/Counseling

Position Title: Special Needs Camp Assistant

Supervisor: Rebecca Winner, RebeccaW@jccnv.org

Dates: 6/22/2011 to 8/26/2011

Intern Job Description:

1. Screen and observe elementary age children for behavior issues. 2. 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 experience. 3. Provide extra supervision and support during off site programming.

**Liberty's Promise**

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

1010 Pendleton St.

Alexandria, VA 22314

Internship Type: Children/Youth

Position Title: Outreach Intern

Supervisor: Austin Morris, [amorris@libertyspromise.org](mailto:amorris@libertyspromise.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job 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 in their searches for 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 – Position Filled**

www.liftcommunities.org  
800 7th St. NW, Suite 300  
Washington, DC 20001

Internship Type: Other

Position Title: Research Assistant

Supervisor: Mary C. Slosar, maryslosar@gmail.com

Dates: 6/13/2011 to 8/5/2011

Intern Job Description:

The CSJP LIFT Summer Research Assistant will work with the Director of Research and Evaluation on a number of research projects related to domestic poverty, anti-poverty policies, and social service delivery in the United States. Specific duties and responsibilities include the following: - Conduct library and online research on the main determinants of poverty and evidence-based poverty intervention methods. Draft research summaries and reviews of key studies and findings. - Search for and collect available sociodemographic data on the communities we serve in New York, Chicago, Washington, DC, Philadelphia, and Boston. - Assist the Director of Research and Evaluation with the interpretation and reporting of various statistical analysis projects. - Assist the Director of Research and Evaluation with the design and implementation of LIFT's new case management system.

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

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

4406 Georgia Avenue, NW

Washington, DC 20011

Internship Type: Children/Youth

Position Title: Youth Haven Outreach Intern

Supervisor: Dara Yah'ya, [yahyad@lssnca.org](mailto:yahyad@lssnca.org)

Dates: 6/13/2011 to 8/13/2011

**Intern Job Description:**

We are looking for a committed, energetic student to spend their summer reaching out to community partners so that our camp and retreat program will become a reality for additional young people from Washington, DC. HIV-AIDS can affect kids through their family and their own personal health. For families living in poverty, HIV is another barrier for young people struggling for hope and a future. If you are not afraid to meet new people, share your passion and learn to be more organized, effective and team-oriented, we're hoping you will apply to work with us this summer! Responsibilities: recruit campers from Washington, DC; network with and grow support from community organizations; attend community events and make presentations to social workers; manage and coordinate communication with camper families; participate as a team member with camp leaders; attend at least one of the camp programs to support the Director and interact with campers.

**Mautner Project: The National Lesbian Health Organization – Position Filled**

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

1875 Connecticut Avenue NW Suite 710

Washington, DC 20009

Internship Type: Program Assistance/Program Development

Position Title: Client Services Volunteer Coordinator

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

Dates: 5/25/2011 to 7/27/2011

**Intern Job Description:**

We are searching for an energetic, motivated self-starter to join our team in coordinating volunteers who provide direct services to our clients. Spend the summer enjoying hands-on, challenging projects at a small organization where you can make a difference to our community. As a Volunteer Coordinator, our intern will work closely with our Client Services team to plan and implement monthly wellness workshops and volunteer trainings, as well as assign specific tasks to our volunteers. Our ideal candidate is someone who is well organized, shares our deep commitment to improving the health of lesbian, bisexual, and transgender women, has excellent written and verbal communication skills, and a friendly, professional manner. The Volunteer Coordinator will be involved with every aspect of Client Services, and will serve as the point person for our volunteer newsletter. Specific duties include researching health and cancer news; helping to answer requests for health information; identifying clients' needs and finding volunteers to meet those needs; maintaining databases for managing information for clients and volunteers; helping to recruit, train, and support new volunteers; and promoting Client Services events, specifically our monthly Wellness Workshops. Mautner Project offers meaningful opportunities to gain professional experience, learn resume-building skills, and work with a wonderful, diverse team of dedicated professionals.

**MedEvac Foundation International**

www.medevacfoundation.org

526 King Street, Ste. 415

Alexandria, VA 22314

Internship Type: Program Assistance/Program Development

Position Title: Safety Outreach Internship

Supervisor: Amber Bullington, abullington@medevacfoundation.org

Dates: 6/13/2011 to 8/5/2011

**Intern Job Description:**

The intern will be responsible for developing the Foundation's safety initiative online toolbox of air medical safety resources. Responsibilities include researching safety tools, requesting permission from programs to share the information, and uploading it to our website (training will be provided for web content manager software). Once the toolbox is complete the intern will work with staff and volunteers to promote the new resources to the air medical community at-large. This internship will include tasks in the areas of research, marketing, outreach and website design. Tasks include researching latest safety resources in the air medical community, updating our website using web content manager software (training provided), creating promotional material for new safety program initiatives, disseminating information via email, mail, phone and social networking sites (training provided), and working with staff and volunteers to raise visibility of safety initiatives in preparation for the Air Medical Transport Conference

**Miriam's Kitchen – Position Filled**

www.miriamskitchen.org

2401 Virginia Avenue, NW

Washington, DC 20037

Internship Type: Casework/Counseling

Position Title: Summer Social Service Intern

Supervisor: Kate Baasch, kate@miriamskitchen.org

Dates: 6/30/2011 to 8/25/2011

**Intern Job Description:**

Our 2011 Summer Social Service Intern will work approximately 35 hours per week for 8 weeks. The Intern will provide a variety of direct services to homeless individuals and complete projects to ensure smooth and efficient functioning as well as improvement of programs. Specific duties include: •Develop trusting relationships with Miriam's Kitchen guests. Engage guests in housing, mental health, substance abuse, health, education, employment, and other needed services. Facilitate referrals to services to ensure a smooth and established connection. •Facilitate the daily art program during Miriam's Studio. •Complete daily data entry to track services provided by Miriam's Kitchen. •Complete daily projects to ensure smooth and efficient functioning of services during program hours, such as picking up and sorting guests' mail, making copies of informational flyers, and writing client service case notes. •Assisting with food preparation and service for weekly Miriam's Café. •Possible development/administrative opportunities include: coordinating a volunteer appreciation event and helping coordinate a small fundraising event. Miriam's Kitchen has program hours Monday-Friday from 6:30 a.m. to 9:45 a.m. and 2:30 p.m. to 6:00 p.m. Miriam's is looking for an intern with the flexibility to work during both morning and evening program hours. Exact schedule is negotiable and will be worked out during interviewing process. Since Miriam's is a small organization, opportunities exist for the intern to focus on a wide range of areas and develop projects that both satisfy existing needs and are tailored to the Intern's experience and interests.

**Mount Vernon Estate and Gardens**

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

PO Box 110

Mount Vernon, VA 22121

Internship Type: Other

Position Title: Mount Vernon Archaeology Department Internship in Artifact Analysis

Supervisor: Eleanor Breen, [ebreen@mountvernon.org](mailto:ebreen@mountvernon.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

The intern will aid Mount Vernon's Archaeology Department in an exciting, high profile project, called Archaeological Collections Online, to reanalyze and digitize an outstanding artifact assemblage associated with George Washington's household and the enslaved Africans and African Americans who lived and worked around the Mansion. These artifacts, of all things excavated at the historic house museum over the past 100 years, singularly tells the story of the people living at Mount Vernon in the years before the American Revolution. Specifically, this intern will supervise the processing, research, and analysis of the floated and waterscreened material excavated from the midden, or layers of trash associated with daily plantation activities. Archaeologists use flotation and waterscreening to recover small items such as glass beads, copper straight pins, lead shot, and fish bones. The 2011 intern will sort through material looking for these artifacts, and train and supervise others to do so. The student will also be responsible for identifying and cataloguing these materials into a comparative database containing artifacts from sites of enslavement from Maryland to the Caribbean ([www.daacs.org](http://www.daacs.org)). Finally, the student will create a report detailing their work and assessing the contributions that even the smallest of artifacts can make towards our larger understanding of plantation life in colonial Virginia. The report will be part of the Archaeological Collections Online website. The intern will also make contributions to Mount Vernon's Mystery Midden, a Facebook page which documents this multidisciplinary project.

**The National Aquarium**

www.nationalaquarium.org  
14th St and Constitution Ave., NW  
Washington, DC 20230

Internship Type: Education/Instruction  
Position Title: Education Assistant  
Supervisor: Bill Simpkins, bsimpkins@aqua.org  
Dates: 6/13/2011 to 8/5/2011

**Intern Job Description:**

A recent survey by The Ocean Project found that the last 10 years have shown little progress in increasing the American public's understanding about the Ocean or their awareness and concern about the environmental issues threatening the future of a healthy, life sustaining Ocean. This is in spite of the fact that the Ocean covers 70 percent of the Earth's surface and supports the life of nearly 50 percent of all species on Earth. Aquariums, zoos, and museums are actively seeking ways to help the public understand the impact of our changing climate on the Ocean and our own survival. To that end, under the supervision of the Director of Education, a CSJP intern will be responsible for the following projects:

1. Research new information and re-write scripts for our daily animal feeding demonstrations at the shark, piranha, and alligator exhibits. These scripts will update natural history information and include new information on how climate change is impacting these species.
2. Develop a new program to be conducted by our Docent staff called "Critter Talks," which will be different from the regularly scheduled daily feeding talks already conducted by the husbandry staff. Tasks to develop this program include:
  - a. Design and conduct a survey of our visitors to determine what animal species on display at the National Aquarium would be the most interesting to learn more about through brief talks given by the docent staff.
  - b. Research the top 5 to 10 animals for this program; including natural history, fun facts, current population trends, critical environmental factors, major ecosystem concerns, and the affect of climate change on the animal.
  - c. Write a script for docents to use during Critter Talks and create a notebook compilation of research information for docent reference.
3. Train summer docents in the new program, and help supervise them as the new program is introduced.
4. Work with the Operations Manager to ensure that a schedule and information about the talks is posted at the admission area.
5. Create and conduct a brief survey for our visitors to determine the impact and success of the new scripts at the daily feedings as well as the new Critter Talks provided by the docent staff.
6. Depending on time available, may also be asked to research topics for developing new teacher training materials to help support the Educational Programs at the National Aquarium.

## **National Kidney Foundation Serving the National Capital Area**

www.kidneywdc.org

5335 Wisconsin Ave., NW Suite 300

Washington, DC 20015

Internship Type: Program Assistance/Program Development

Position Title: Program Department Intern

Supervisor: Cherie Carroll, cherie.carroll@kidney.org

Dates: 6/1/2011 to 7/29/2011

### Intern Job Description:

**ABOUT THE NATIONAL KIDNEY FOUNDATION:** The mission of the National Kidney Foundation Serving the National Capital Area is to prevent kidney and urinary tract diseases, improve the health and well being of individuals and families affected by these diseases, and increase the availability of all organs for transplantation. The Foundation funds medical research, and provides patient and community services, professional and public education, and organ donation programs.

**POSITION SUMMARY:** Responsible for assisting the National Kidney Foundation Serving the National Capital Area in their programmatic efforts. This position reports to the Division VP of Medical Initiatives & Operations.

### PRINCIPAL DUTIES:

- Assist with the planning and execution of physician and public health education programs through calling contacts, updating documents, recording evaluation data, and organizing materials.
- Research organizations and contacts for potential delivery of education programs.
- Help prepare for community screening and health assessment events. May be called upon to assist staff at these events.
- Support the management of two patient service programs – Patient Emergency Fund and Medical ID Jewelry.
- Perform additional activities as assigned by others in the Program department.

**QUALIFICATIONS:** College student with a major in public health, pre-med, sociology, anthropology, human services, or related field preferred. Ability to communicate effectively both orally and in The NKF Serving the National Capital Area held its annual People Like Us patient conference on Sunday, November 7 with huge success. 125 people attended the conference including dialysis patients, family members, sponsors, and medical professionals. Held at the Greenbelt Marriott, the speakers shared information on home dialysis, exercising, and proper nutrition. A care team panel also answered audience questions. Feedback from attendees was very positive and we look forward to providing this program again next year.

Must be proficient in Microsoft Office, including intermediate knowledge of Excel. Experience using databases a plus. Ability to work as a part of a team, balance priorities, and work well under pressure in a professional environment is a must.

**TIMELINE & HOURS:** Summer internship (Late May - Early August 2010) with flexible hours depending on student's availability.

One position available. Course credit is available as approved by university requirements.

Send cover letter and resume to the attention of Cherie Carroll, Division VP of Medical Initiatives, at [Cherie.carroll@kidney.org](mailto:Cherie.carroll@kidney.org)

**National Multiple Sclerosis Society**

www.MSandYOU.org

1800 M Street, N.W., Suite 750

Washington, DC 20036

Internship Type: Other

Position Title: Graphic Design Intern

Supervisor: Lynnette Lyles, [lynette.lyles@nmss.org](mailto:lynette.lyles@nmss.org)

Dates: 6/1/2011 to 8/31/2011

**Intern Job 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 Designing the Bike MS award jersey Chapter Services brochures on Respite Care, Independent Living, Home Modifications and children and family day programs Designing the t-shirt for Capital Challenge Walk MS, as well as supplementary outreach materials Editing logos for specific uses Archiving publications, including re-organizing, and purging unnecessary files

**Northern Virginia Family Service**

www.nvfs.org

10455 White Granite Dr., Suite 100

Oakton, VA 22124

Internship Type: Public Relations/Marketing

Position Title: Thrift Shop Marketing Intern

Supervisor: Graham Marsden, gmarsden@nvfs.org

Dates: 6/6/2011 to 8/12/2011

**Intern Job Description:**

The Thrift Shop Marketing Intern will create and implement a complete marketing plan for the Clock Tower Thrift Shops to advance the agency's fundraising efforts. The intern will:

- Develop and implement an effective marketing plan for the Clock Tower Thrift Shops designed to increase revenue while raising awareness of NVFS' mission as it is promoted through Thrift Shop giving
- Create promotional materials, signage and other advertising materials to enhance Thrift Shop marketing
- Develop long term relationships with local community partners (including the faith, civic and corporate communities)
- Increase community awareness of the Clock Tower Thrift Shops
- Increase in-kind donations to NVFS through the Clock Tower Thrift Shops

## **Northern Virginia Therapeutic Riding Program**

www.nvtrp.org

P.O. Box 184

Clifton, VA 20124

Internship Type: Development/Fundraising/Special Events

Position Title: Fun-raising Coordinator

Supervisor: Linda Aikey, info@nvtrp.org

Dates: 5/23/2011 to 7/19/2011

### Intern Job Description:

Northern Virginia Therapeutic Riding Program (NVTRP) 2011 ExxonMobil Community Summer Jobs Program Intern Position Description Title: Fun-raising Coordinator Reports To: Assistant Director Hours: 40 hours per week Intern Type: Development/Grant Writing Goals: Intern will become familiar with the process of grant writing from assessing the need to the delivery of the grant. Intern will assist in the application of granted funds and creating status/update reports for grantor. Intern will be responsible for managing their time to be most effective in completing all projects. Specific Projects: • Assist in identifying the funding needs of NVTRP and write at least 3 grants to address those needs • Become proficient in conducting searches for grants using the Foundation Center Database • Implement at least two grassroots fundraising projects with the NVTRP Community Involvement Coordinator • Develop and organize the mid-year giving letter campaign- utilizing mail, email and social media • Organize and implement two weeks of summer camp • Become familiar with the operational systems of running a nonprofit organization • Other tasks as assigned Nature of Work: Primarily indoors using computer and telephone; may include evenings and weekends. Some outdoor work may be required. Supervision: The intern will work closely with the appropriate staff member related to the specific project the intern is completing. Intern will attend staff meetings to provide updates. Assistant Director will be available to answer questions and provide feedback for each project on a daily or as needed basis.

**Offender Aid and Restoration-Arlington**

www.oaronline.org

1400 N. Uhle Street, #704

Arlington, VA 22201

Internship Type: Education/Instruction

Position Title: Education and Training Intern

Supervisor: Elizabeth Jones Valderrama, ejones@oaronline.org

Dates: 6/15/2011 to 8/9/2011

**Intern Job Description:**

The Education and Training Intern will be instrumental in the daytime component of our Post-Release Education/Employment Program (PREP) in our Arlington, VA office. This program is for individuals who have been recently released from jail or prison, and currently operates Tuesday through Thursday evenings from 6:00 to 8:00 pm, Saturday mornings from 10:00 am to 12:00 pm. PREP offers GED tutoring and preparation, life skills courses (such as Parenting and Anger Management), and employability readiness training (building a resume, practicing interview skills, searching for jobs online, etc.). PREP is offered in a one-on-one format, meaning there is one volunteer serving as a tutor for each client. We are looking to implement PREP in the daytime also, to offer more one-on-one attention beyond the tutoring to each client to provide a real mentor for each client. We know this personal relationship building is key to our client's success. The intern will be instrumental in helping us to build this daytime program with a mentoring component, and will also assist the Coordinator of Education and Training with courses in the Arlington County Detention Facility. The intern's specific tasks will include: - Researching best practices of mentoring programs (specifically adult, former offender mentoring programs) and putting together a handbook of how to run a successful mentoring program - Working with the Coordinator of Volunteer and Intern Services to recruit new volunteers to serve as mentors/tutors for the program - Coordinating OAR's current volunteers in the program, which includes scheduling the volunteers and supervising them on-site - Learning to use and administer the online GED training tool, EdOptions, and working with clients one-on-one in this program - Coordinating and delivering life skills courses to our clients both inside the Arlington County Detention Facility and for those who have been released - Updating client files to reflect recent accomplishments and goals after each PREP session - Contacting clients to encourage continued participation in the program

**Orphan Foundation of America**

www.orphan.org

21351 Gentry Dr., Unit #130

Sterling, VA 20166

Internship Type: Public Relations/Marketing

Position Title: Social Media Outreach Intern

Supervisor: Lynn Davis, ldavis@orphan.org

Dates: 6/6/2011 to 7/29/2011

Intern Job Description:

Our Social Media Intern will develop a 12 month plan that can be executed to help support our organizational objectives through social media mediums. The successful candidate will help re-invent and kick-off OFA's social media presence with an emphasis on posting updates to Facebook, LinkedIn and Twitter accounts as well as writing for our blog. Our intern will also work on our search engine optimization (SEO) to get more traffic to our website.

**Our Place, DC**

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

1518 K Street NW, Mezzanine Level

Washington, DC 20003

Internship Type: Program Assistance/Program Development

Position Title: Employment Services Assistant

Supervisor: Orandra Cotton, [ocotton@ourplacedc.org](mailto:ocotton@ourplacedc.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

Our employment services prepare women coming back home from incarceration to re-enter the workforce by providing education, skills training, case management, and support through these programs: Connections to Careers Workshop, Individual Career Counseling, Employment Support Group, and Technology Instruction. These services help women become competitive in the job market. Our staff also connects women to employment opportunities through a job fair called Career Central. The employment services assistant will be involved in all aspects of this work and will report directly to the employment services coordinator. Specific tasks include: Direct Services: - Assessing women's employment histories and job skills - Assisting women to create resumes and familiarize themselves with standard office technology (e.g., internet, email, fax) - Helping women access clothing to build professional wardrobes - Conducting mock interviews Outreach: - Educating local employers about opportunities to participate in Career Central - Identifying and verifying appropriate employment opportunities for program participants Administrative Services: - Assisting with workshop setup - Conducting data entry and light analysis - Participating in regular supervision and monthly staff meetings Qualifications: - Patience and enthusiasm - Sensitive and open to people from various backgrounds - Team player - Basic computer skills

**Reston Interfaith, Inc. – Position Filled**

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

11150 Sunset Hills Road, Suite 210

Reston, VA 20190

Internship Type: Public Relations/Marketing

Position Title: Community Relations Intern

Supervisor: Mandy Guernsey, [mandy.guernsey@restoninterfaith.org](mailto:mandy.guernsey@restoninterfaith.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

The Community Relations Intern for Reston Interfaith will work closely with a six person Resource Development Team to assist with Reston Interfaith's outreach and educational efforts. The intern will also be responsible for the specific project of creating a virtual tour of the agency's programs and connecting it to our website. Beyond these specific roles the intern will assist with volunteer recognition, our annual golf tournament, and marketing for our Back-to-School drive and Help the Homeless Community Walk programs.

**Samaritan Ministry of Greater Washington**

www.samaritanministry.org

1516 Hamilton St., NW

Washington, DC 20011

Internship Type: Public Relations/Marketing

Position Title: Communications Specialist Intern

Supervisor: Gayle Butzgy, gbutzgy@samaritanministry.org

Dates: 6/1/2011 to 8/1/2011

**Intern Job Description:**

Gain interviewing/writing/editing/ experience by working with the director of communications on the annual report, newsletters for supporters, E-Newsletters, and news items for Partner Parishes. The Annual Report is distributed to 3,000 people. Learn the content management system Samaritan Ministry uses to manage and add content to its website. Work with the Director of Communication to make the site engaging and fun for the visitors Develop a Social Media Plan for Samaritan Ministry's website, Facebook, and Twitter accounts in order to increase traffic to the website and increase awareness on all social media platforms. Develop a comprehensive marketing plan to increase the number of walkers at the Help the Homeless Walkaton in mid-November 2011. Samaritan Ministry's walkathon number decreased in 2010 because of the lack of a cohesive plan especially in terms of on-line outreach. Solicit new organizations, clubs, and parishes to host Help the Homeless mini-walks for 2011. Help develop recruitment letters and FAQ sheets. Track volunteer, group, and student volunteer hours. Work with communications director on a plan to recruit youth groups from partner parishes to on-site educational programs.

**Shelter House, Inc.**

www.shelterhouse.org

P.O. Box 4081

Falls Church, VA 22044

Internship Type: Other

Position Title: Housing Support Specialist

Supervisor: Scott Pitts, scott.pitts@shelterhouse.org

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

The job description: The Housing Support Specialist (HSS) will work with homeless families to help them obtain and retain affordable housing. The Housing Support Specialist will work one-on-one with clients, conduct group trainings, and network and build collaborative relationships with landlords and other housing providers. Specific job duties: • Using a variety of tools and collaborative partnerships, work one-on-one with homeless families to help them obtain affordable housing. • Review leases with families moving out of homelessness and explain to them what lease compliance entails. • Develop partnerships with landlords and housing providers in order increase housing opportunities for our families. • Develop and facilitate a “responsible renting” class for our homeless families • Provide property management support for one family in our permanent supportive housing program. • Create and distribute a weekly “housing opportunity” list to clients and community partners • Maintain online database and statistics as requested. Work Environment: Exceptionally diverse. HSS will be traveling to and spending time in clients’ homes with families with different levels of homemaking skills. Office time with other professionals. Other Requirements: May need to be able to carry up to 25 pounds. Valid driver’s license and reliable transportation.

**SOC Enterprises**

www.socatwork.org

750 S. 23rd Street

Arlington, VA 22205

Internship Type: Program Assistance/Program Development

Position Title: Program Development Intern

Supervisor: Amanda Chenkin, achenkin@socent.org

Dates: 6/28/2011 to 8/19/2011

**Intern Job Description:**

The Program Development Intern will be responsible for providing leadership to developing an SOC Greenhouse and Gardening Program. SOC recently received a grant to purchase a new greenhouse to supplement the agency's active summer gardening program. Working closely with program managers and rehabilitation specialists, the intern will develop a curriculum around gardening that will empower the individuals with disabilities that SOC serves to attain unique vocational skills. Tasks include:

- Prepare for and teach vocational skills related to green jobs, environmental sustainability and horticulture to the individuals with disabilities that SOC serves;
- Draft a plan that outlines how SOC's garden and greenhouse program might evolve into a new business line that provides revenue and jobs for individuals with disabilities;
- Research prospective customers and partnerships for promoting the sale of items grown in SOC's garden and assist with creating related promotional materials;
- Organize and provide leadership for an End-of-Summer Garden reception for SOC staff, the people with disabilities that SOC serves and board members;
- Assist SOC's vocational rehabilitation staff with daily supervision as assigned and as needed.

Special skills the intern will use a unique combination of related skillsets including research, writing and organizational skills, leadership and counseling skills.

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

www.scanva.org

1705 Fern Street, Second Floor

Alexandria, VA 22302

Internship Type: Public Relations/Marketing

Position Title: Social Media Internship

Supervisor: Rebekah Beck, rbeck@scanva.org

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

The main objectives for the Social Media 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 as well as the benefits of positive parenting; and to educate the public about the policies and programs aimed at the prevention of child abuse and neglect. The Social Media Intern will assist with public awareness and media relations associated with SCAN's projects and programs with a special focus on social media (i.e. blogging, Facebook, Twitter). This will include: 1) participating in media and grassroots efforts that promote positive, nurturing parenting; 2) researching and developing public education messages specifically for SCAN's social media efforts; 3) creating, developing (writing for), evaluating and setting up a sustainability plan for SCAN's first blog. The Social Media 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 Social Media Intern and SCAN but will consist of 35 hours per week over the course of 8 weeks.

**The JASON Project**

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

44983 Knoll Square Suite 150

Ashburn, VA 20147

Internship Type: Education/Instruction

Position Title: Curriculum Producer Intern

Supervisor: Lisa Thayne, [lthayne@jason.org](mailto:lthayne@jason.org)

Dates: 6/21/2011 to 8/12/2011

**Intern Job Description:**

The intern will provide program assistance to the curriculum team at the JASON Project. The intern will write engaging and age appropriate science expository text, Teacher Edition content, discussion questions, extensions, interdisciplinary connections, and differentiation activities, journal questions and supporting text for a variety of print and non-print material, including digital games and interactives, videos, and web content. Additionally, the intern will write supplemental differentiated content, especially in the area of math. The intern will write, edit, and review pieces for all content produced, both print and non-print, and all other resources as directed. The intern will support the creation of teacher resources such as blackline masters and photo galleries. The intern will also manage the cataloging of content on JASON's award winning website. The successful candidate is a college student or graduate, preferably majoring in English, education, or science, with writing experience. He or she must have excellent writing and communication skills, be organized and self-motivated, take direction from staff, be able to handle multiple tasks, and possess good computer skills, including familiarity with word processing programs.

**The Reading Connection**

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

4001 9th St N., Suite 226

Arlington, VA 22203

Internship Type: Children/Youth

Position Title: Summer Reading Intern

Supervisor: Judy Hijikata, [jhijikata@thereadingconnection.org](mailto:jhijikata@thereadingconnection.org)

Dates: 6/6/2011 to 7/29/2011

**Intern Job Description:**

Main staff representative at off-site reading program. Plan program content (with program staff), selecting topics, guest speakers, incentives and books that promote the program's goals Orient volunteers, site staff, guest readers to program Maintain contact as necessary with volunteers and site staff to ensure program goals are met Attend read-aloud sessions ensuring that program goals are met Shoot photos and video, gather photo releases for all children pictured Report to program staff of sessions Post updates using social and traditional media Intern must be a confident people-person and a quick study in the field of child literacy.

**Thrive DC – Position Filled**

thrivedc.org  
1525 Newton Street NW  
Washington, DC 20010

Internship Type: Program Assistance/Program Development

Position Title: Educational and Enrichment Program Intern

Supervisor: Jessica Macleod, jessica@thrivedc.org

Dates: 6/1/2011 to 7/27/2011

**Intern Job Description:**

Key Responsibilities: •Assist daily in the coordination of a.m. program operations to facilitate a positive client experience and help ensure smooth implementation of programming so that clients are engaged in constructive activities during program hours. •Prepare educational and enrichment activities on topics relevant and of interest to client population and that increase community. •Assist outreach case manager with new street outreach initiatives. •Maintain an up-to-date detailed and understandable brochure for clients to use as a tool to access Thrive DC's services, including a description of services offered, program times, key staff, and other important information to help clients navigate Thrive DC's diverse services. •Maintain an up-to-date resource manual to be used by clients, volunteers, and staff members regarding services offered at off-site locations, such as clothing, food stamps, additional health care, etc. •Create program manuals detailing Breakfast and Dinner Program logistics to be used in training future staff, interns, and professional volunteers. Additional Responsibilities: •Work with Director Social Services and staff to help create new programming for clients. •Deal with conflict in a manner that produces positive results and maintain a professional and confidential manner at all times. •Assist in providing direct emergency services for clients: dispensing supplies, monitoring showers, chores, laundry and phone use, as needed and appropriate. •Assist Thrive DC social services staff in compiling resources, producing reports, and updating databases for clients. •Attend all weekly staff meetings, mandatory trainings, and weekly supervision meetings •Other duties as assigned.

Qualifications: Currently enrolled full-time in undergraduate program; deep interest in adult education, homelessness, poverty, civic engagement, or working with underserved populations in a community based nonprofit setting; positive communication and interpersonal skills; strong work ethic and ability to work as part of a team; enthusiasm, sense of humor, creativity, flexibility, and patience; proficiency in Spanish a plus.

**United Community Ministries, Inc. (UCM)**

www.ucmagency.org

7511 Fordson Road

Alexandria, VA 22306

Internship Type: Public Relations/Marketing

Position Title: Multi-media Communications Intern

Supervisor: Niki Wanner, niki.wanner@ucmagency.org

Dates: 6/6/2011 to 7/30/2011

**Intern Job Description:**

The intern will work with the Development & Communications staff to research, develop and produce two multi-media presentations (one that is 2 minutes in length, the other that is 6-7 minutes in length) that will be used to promote United Community Ministries (UCM) on the web, in social media and in-person presentations. The intern will gain hands on experience in researching and developing communications materials from start to finish that will receive wide visibility in the community, and invaluable experience working in a non-profit communications office. Internship responsibilities will include: \*Researching multi-media collateral materials from comparable organizations—discussing findings with Development & Communications staff \*Capturing still photography and video that will be included in presentations \*Interviewing clients, staff and volunteers about their experiences with UCM \*Editing materials to be included in presentations \*Utilizing MS Powerpoint or other software to create presentations \*Other duties required pertaining to the planning and execution of this project \*Other duties related to communications in a non-profit environment as assigned

**Wesley Housing Development Corporation**

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

Internship Type: Volunteer Coordination  
Position Title: Community Partnerships Intern  
Supervisor: Amanda House, ahouse@whdc.org  
Dates: 6/6/2011 to 7/28/2011

**Intern Job Description:**

The projects and programs the Intern will work on may include, but are not limited to: (1) Volunteer Management project: o Organize an action plan to recruit and activate new volunteers for Wesley Housing and its programs. o Contact organizations and make presentations to recruit new volunteers o Assist in developing a training guide for new volunteers and a training and resource tool for volunteer supervisors o Plan and implement a community event for residents of a Wesley Housing community, utilizing volunteer assistance (2) Conduct research regarding: o Best practice information that may be used as language in future grants to meet our programming goals o Housing and homelessness issues (3) Organize or support various projects to benefit the residents of Wesley Housing. Examples could include: o Recruiting participants and volunteer organizations for our annual Help the Homeless outreach and mini-walks o Outreach in support of annual school-supply drive for students of Plummer Elementary School & Wesley Housing's Community Resource Centers

**YoKid...Stretch Your Limits – Position Filled**

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

2914 Commonwealth Avenue

Alexandria, VA 22305

Internship Type: Public Relations/Marketing

Position Title: Internship in Marketing

Supervisor: Michelle Kelsey Mitchell, [michelle@yokid.org](mailto:michelle@yokid.org)

Dates: 6/6/2011 to 8/1/2011

**Intern Job Description:**

The intern will work directly with the program director to develop and implement a marketing campaign that will increase the number of annual donors that support the “green” practices of YoKid. Using existing marketing tools (promo video, brochures, DVD, pictures, online media) and current community networks the intern will establish and implement a well rounded, targeted campaign plan with realistic and achievable goals. The intern will assist with maintaining YoKid's online and local community presence through the daily use of social media and community networking.

**Youth Service Opportunities Project (YSOP)**

www.ysop.org  
1317 G Street, NW  
Washington, DC 20005

Internship Type: Program Assistance/Program Development

Position Title: Program Assistant

Supervisor: Sarah DeGrandpre, sdegrandpre@ysop.org

Dates: 5/30/2011 to 7/22/2011

**Intern Job 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.