



## **Internship Program – Open Position: Community Education Program**

*The Child and Family Resource Council* is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than twenty-five years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

### **Internship Opportunity**

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student to gain practical experience in child abuse/neglect and violence prevention through the **Community Education** program. Throughout Kent County, the Child and Family Resource Council provides educational sessions to diverse audiences on a wide variety of topics, helping to create a more informed community that is invested in prevention.

### **Learning Objectives**

- Attend and assist in coordinating community trainings and presentations for topics such as Mandated Reporting, parent advocacy, positive parenting, Shaken Baby Syndrome, etc.
- Program coordination
- Program outcomes and evaluation
- Program reporting
- Research for grant applications and to maintain quality of programs
- Working and networking with community organizations
- Technology (internet, e-mail, phone, Access, MS Word, PowerPoint, etc.)

### **Requirements**

- Currently a junior or senior in relevant field of study
- Possess strong verbal, written, and presentation communication skills
- Possess strong organizational and planning skills
- Ability to commit 10-15 hours per week to assigned projects

Please submit a cover letter, resume and three references in one of the following ways:

**Mail to:**  
**Community Education Internship Position**  
**Attn: Internship Coordinator**  
Child and Family Resource Council  
678 Front Avenue NW, Suite 210  
Grand Rapids, MI 49504

**Email to:**  
[internship@childresource.cc](mailto:internship@childresource.cc)

**Fax to:**  
616-454-2059  
**RE: Community Education Internship Position**

If you have any questions, please contact Leslie Austin at 616-855-5452