



Child and Family
Resource Council

CHILD AND FAMILY RESOURCE COUNCIL

Internship Program – Open Position: Connections Program

The Child and Family Resource Council is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than seventeen 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 wishing to gain practical experience working in a highly administrative, non-profit environment within the **Connections** program. This program supports families in Kent County through the use of the Ages and Stages Questionnaire (ASQ), a child developmental screening tool. The purpose of this free and voluntary program is to provide parents with valuable information about their child's development and community resources.

Learning Objectives

The responsibility of a **Connections** intern is to facilitate the growth of the program by helping in the coordination and management of database, mailing tasks, and researching current child development and local community resources. Interns will also gain experience in community outreach by administering follow up phone calls and sending requested information to program participants as needed.

- Research community resources/events and child development
- Questionnaire scoring
- Community outreach
- Coordination of a complex mailing process
- Management of multifaceted data entry
- Organization and maintenance of resource materials

Requirements

- Early childhood development knowledge
- Strong organizational skills
- Strong verbal and written communication skills
- Internet research and technology skills
- Ability to work independently and demonstrate initiative
- Commitment to at least 15 hours per week

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

Mail to:

Connections Internship Position
Child and Family Resource Council
678 Front Avenue NW, Suite 210
Grand Rapids, MI 49504

Email to:

Lesliea@childresource.cc

Fax to:

616-454-2059

RE: **Connections Internship Position**

If you have any questions, please contact Leslie Austin at 616-454-HOPE (4673) x125.