



Internship Program – Open Position: Encouraging Family Foundations Program – Bilingual

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 wishing to gain practical experience in the areas of social work, program development/facilitation, coordination, and implementation within the **Encouraging Family Foundations (EFF)** program. **EFF** instructs low-income, single parents with an infant in Kent County through a three-week parenting and life-skills enhancement program.

Learning Objectives

The **EFF** intern is responsible for active participation in the management of direct service sites and development of resources. The **EFF** intern is also responsible for enhancing the assessment/evaluation of the **EFF** program.

- Program coordination with Spanish Partner Site
- Fielding and making Spanish recruitment calls
- Spanish community outreach
- Assist in Spanish survey translation
- Working and networking with numerous community organizations
- Program reporting
- Program outcomes and evaluations
- Technology (internet, e-mail, phone, Access, MS Word, Power Point, etc.)
- Professional Development
- Presentation skills

Requirements

- Possess strong verbal/written/presentation communication skills in English and Spanish
- Possess interpersonal influence
- Possess strong organizational and planning skills
- Possess drive for results and problem solving skills (Execution/Outcomes)
- Ability to demonstrate initiative
- Commitment to at least 15 hours per week per semester

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

Mail to:

EFF 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

Fax to:

616-454-2059

RE: EFF Internship Position

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