



INTERNSHIP OPPORTUNITY

National Program Intern

FOCUS North America is a national, faith-based non-profit organization that provides sustainable services to the homeless and working poor of America. Through targeted feeding, job-creation, housing, and community distribution programs, FOCUS seeks to transform people's lives, moving them from dependency to self-sufficiency. One of FOCUS' key activities is supplying school-aged children with the resources they need to stay in school and succeed in their educational environment.

Location: Orange County, California

Summary

The *Program Internship* will provide practical, hands-on project management training and skills development in the context of a multi-million dollar community engagement and distribution program implemented in more than 20 cities across the United States. This is a high-level internship that requires a high-performance and driven individual who is seeking to gain a deep understanding of community and volunteer engagement, and the federally-mandated social services framework. Qualified candidates who are interested in domestic or international social services, social entrepreneurship, or community development programs is encouraged to apply.

Responsibilities

The intern is responsible for supporting the various needs of a nationally-implemented community engagement and distribution program including: engaging local faith-based communities and volunteers, managing volunteer engagement and participation in FOCUS program activities, keeping detailed distribution records of goods/items delivered to beneficiaries, communicating with local government officials to ensure timely receipt and delivery of goods/items delivered, engaging local volunteers to support fundraising events and activities. The FOCUS North America Program Intern reports to the Program Director.

Specific Responsibilities are not limited to, but will include:

1. Support Program Director in implementation of a national community engagement and distribution program.
2. Assist with volunteer coordination and engagement.
3. Assist with planning and preparing fundraising events and activities.
4. Maintain detailed distribution records for goods/items given to program beneficiaries.
5. Participate in acquiring beneficiary profiles and preparation of public relation materials.

FOOD OCCUPATION CLOTHING UNDERSTANDING SHELTER

FELLOWSHIP of ORTHODOX CHRISTIANS UNITED to SERVE

FOCUSNorthAmerica.org | 866-267-3083 | PO Box 87158 Kansas City, MO 64187-1578

6. Participate in the program strategic planning process.
7. Periodically visit with local government officials in program areas of operation, nationwide.
8. Assess and review program status on a periodic basis with FOCUS national staff.
9. Perform other duties as required.

Qualifications

Knowledge and Skills: Advanced communication skills (writing and speaking); familiarity with record keeping using spreadsheets and databases; basic understanding of domestic social service ideologies and programs; knowledge of Orthodox Christian Church doctrines and traditions; computer proficiency.

Competencies: Cultural and local area sensitivity; ability to understand and work with homeless, impoverished and vulnerable communities and demographics; ability to build volunteer relationships between FOCUS and Orthodox churches, communities and leaders; ability to represent FOCUS professionally and respectfully; foster a sense of teamwork among volunteers.

Education: College degree; advanced degree in social work, community development, nonprofit management or related field preferred.

Experience: None required, but preference will be given to candidates with experience working/volunteering for non-profit organizations.

Working Conditions

Stationed in FOCUS' office in Orange County, California, with some national travel required to speak on behalf of FOCUS/promote FOCUS activities. FOCUS will pay for all program-related travel expenses and will, in addition, provide a fixed monthly stipend to the successful candidate.

To Apply

Please send covering letter and resume to: jobs@focusna.org No telephone calls, please.