

CONNECT Program Intern Summer Internship in Menlo Park LifeMoves

Position Title: CONNECT Program Intern

Main Office Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- 10 weeks: June 10th – August 16th
 - Full Time (40 hours/week)

Position Details:

The LifeMoves CONNECT program follows families and individuals who successfully exit a LifeMoves program into stable housing, through monthly text and email surveys, and light case management as needed. The CONNECT program serves as a means of assisting them to remain stably housed, while also providing LifeMoves with much-needed data to continue informing and guiding LifeMoves programming.

The LifeMoves CONNECT intern will play a critical role in the fast-growing CONNECT program, and will perform a variety of tasks pertaining to several aspects of the CONNECT program. Specific projects and tasks may include: the development and facilitation of training workshops for clients and staff; developing site-based informational displays pertaining to the CONNECT program; providing resources to newly-housed individuals and families; running reports and participating in meetings with CONNECT research partner organizations; performing data entry and data cleanup; and a variety of other technical, case management, and administrative tasks as needed.

Potential Projects Include:

- Assist with logistical and strategic decision-making
- Develop and lead tech workshops at shelter sites
- Present the CONNECT program to current clients
- Create informational displays about the program to display at sites
- Connect participants to resources in their community via phone, text message, and/or email
- Translate program materials such as flyers and surveys (Spanish)
- Perform database tasks such as data entry, report set-up, and mass communication
- Run reports, analyze data, and present findings
- Perform administrative tasks as needed such as documentation and maintaining files
- Attend case conference, trainings, and/or other professional development opportunities

Position Requirements/Preferred Skills:

- Valid Driver License and access to a personal vehicle required
- HS Diploma and some college
- Experience working with the homeless population a plus
- Tech savvy
- Strong organizational skills and profound attention to detail
- Ability to problem solve
- Ability to work in a fast-pace environment
- Positive attitude, diligent work ethic, and highly proactive
- Very strong ability to plan and organize
- Availability some evenings as needed
- Spanish speaking and writing skills are a plus

Learning Outcomes:

- Acquired new learning through challenging and meaningful activities
- Practiced public speaking skills and synthesizing information for presentation

- Engaged clients from the needs presented by the client based on diverse needs
- Developed understanding of the needs of homeless and newly housed adults and families
- Applied your knowledge, skills, and experience to a work environment
- Developed analytic methods of quantitative research
- Demonstrated professional skills in the workplace
- Built and maintained positive professional relationships
- Demonstrated awareness of community and/or organizational issues
- Developed networking relationships with LifeMoves staff, donors, volunteers, and/or partner agencies
- Engaged with program processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area
- Acquired insight into strategic decisions regarding LifeMoves programs, operations, and client population

Compensation: Unpaid

Supervisor: CONNECT Case Manager, Becky LaBree