

Programs and Services Intern Summer Internship in Menlo Park LifeMoves

Position Title: Programs & Services 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 Vice President of Programs & Services is looking for a hardworking and self-motivated person who will help with the daily routines and practices of the Programs and Services team. This individual will help form and implement policies and procedures where there are not any currently. Examples of projects include drafting and organizing elements of program manuals, setting up trainings and manuals, and helping create and manage calendars at sites. This internship requires both organizational and writing skills. This position will work closely with the VP of Programs and the Executive Assistant of the Senior Leadership Team.

Potential Projects Include:

- Draft and organize program manuals and policy binders
- Set up trainings and training manuals
- Create and manage calendars at sites
- Set up meetings and meeting rooms including presentations, food, and information packets
- Organize documents on our “x-drive” network and work 1-1 with individuals on their folders
- Meet with the programs and services leadership team and help with projects

Position Requirements/Preferred Skills:

- HS Diploma and some college
- Strong organizational skills and profound attention to detail
- Ability to problem solve
- Positive attitude, diligent work ethic, and highly proactive
- Ability to work with many people and teams across the agency

Learning Outcomes:

- Acquired Insight into strategic decisions regarding LifeMoves programs, operations, and client population
- Demonstrated awareness of community and/or organizational issues
- Practiced public speaking skills and synthesizing information for presentation
- Developed understanding of the needs of homeless and newly housed adults and families
- Applied your knowledge, skills, and experience to a work environment
- Demonstrated professional skills in the workplace
- Built and maintained positive professional relationships
- 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

Compensation: Unpaid

Supervisor: VP, Programs & Services, Brian Greenberg