

## Programs & Services - Outreach Intern Summer Internship in Menlo Park LifeMoves

**Position Title:** Programs & Services-Outreach 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 Outreach Programs team. Outreach programs include, Whole Person Care, Health Care for the Homeless, Outreach and others. This individual will go out with Outreach team members to help locate and assist individuals experiencing homeless to connect with services, including health care, shelter services, and other assistance programs. Examples of projects include drafting and organizing elements of policies and program manuals, organizing and setting up routine systems, researching and writing about best practices. This internship requires both organizational and writing skills. It will also require time out in the field working directly with clients. 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
- Organize documents on our “x-drive” network and work 1-1 with individuals on their folders
- Meet with the outreach teams and services leadership team and help with projects
- Double up on Outreach Calls during office hours
- Help research and locate people on the Whole Person Care list

**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 Greenberga