

Internship opportunities are filled on an as-needed basis in the following areas:

- Government Relations
- Data Analysis & Management
- Marketing & Special Events
- Grant writing & Research

Application requirements:

- Completed application packet
 - Application Form
 - Resume
 - Three references (may be submitted to us by you or mailed directly to Providence House by your reference)
 - Essay (250-500 words) describing how an internship would meet your professional development needs and what you can contribute to PH
 - Academic transcript (non-official is acceptable)
 - Writing samples
 - A Learning Contract (if applicable).
 - Candidates must clear criminal background and medical screenings to qualify for internships. Providence House will cover the costs of these screenings for internships lasting a semester or longer. For shorter placements, costs are assumed by the candidate.

For more information on becoming a Providence House Intern please contact: **Terri Richards, Operations Assistant**
216-225-5739 or Terri@provhouse.org

Providence House

Providence House is Ohio's first and one of the nation's longest operating licensed crisis nurseries. We offer emergency shelter and early child care services to infants and children newborn to five years old who are at risk of abuse or neglect. Shelter care is combined with award-winning parent education, mentoring and aftercare for the family. Nearly 200 children are sheltered and cared for each year in placements lasting 24 hours to 90 days.



The Agency strives to engage families before crises jeopardize the safety and well being of their children and prevent the imminent engagement of the public child welfare system if crises are not resolved. Our program is the only voluntary alternative in our community to the public foster care system for families striving to stabilize crisis, protect their children and keep their families intact. Typically, we serve 200 in our program in a year. In 2008, 100% of our children were reunified with their primary parent.



Mission Statement

Providence House, with and through God, provides a temporary nurturing home for infants, toddlers and children whose caregivers are in crisis while supporting family preservation through innovative programming.



providence house
a crisis nursery: protect. prevent. preserve.

2037 W. 32nd St.
Cleveland, Ohio 44113
216-651-5982
www.provhouse.org

Internship Opportunities

- Government Relations
- Data Analysis & Management
- Grant Writing & Research
- Marketing & Special Events



Government Relations

Internship duties and responsibilities

- Assists the Executive Director in the development and deployment of government and community relations matters, representation and communications.
- Researches and drafts correspondences, memoranda and reports relating to legislative matters, Providence House programs, strategies and recommendations.
- Maintains contact information for elected officials, policy/advocacy resources and active issues affecting the agency.
- Coordinates and attends meetings with community boards, government agencies, elected officials and other meetings and events and records information related to those events.
- Assist the Executive Director as needed.

Grant Writing & Research

Internship duties & responsibilities

- Assists with identification, research, qualification and tracking of prospective and established grantors and other funding resources locally, nationally, governmentally, and non-traditional opportunities.
- Assists in research and reporting of supporting data and agency information for grant application and reporting to grantors.
- Assists in writing, assembly and submission of grant applications and foundation reports.
- Maintains accurate timelines for grant research and preparation and calendar of grant deadlines.
- Documents activity and relevant information in Raiser's Edge data system and compiles queries and reports as needed.
- Assists with greeting donors and visitors.

Marketing & Events

Internship duties and responsibilities

- Assists in the development and production of agency PR, marketing and donor materials including preparation of presentations both internal and external.
- Assists with planning and execution of agency and community-based special events.
- Assist in community outreach efforts including attendance at external events.
- Assists in preparation for committee meetings, minutes and coordination of Friends Board functions and meetings.
- Draft correspondence, including gift acknowledgements, membership and fundraising letters; and other types of letters.
- Assists in maintenance and updates for agency web site.
- Supports special projects and office needs.
- Assist the Marketing and Special Events Manager as needed.

Data Analysis & Management

Internship duties & responsibilities

- Research, document, analyze and report on internal and industry statistics, demographics and information relevant to the operation of crisis nurseries, child abuse prevention and family preservation and Providence House clients, services, programs and strategies.
- Manage and recommend data models related to analysis, study, design, conceptualization and interpretation of statistics .
- Serve as a statistical consultant and provide data analysis and reports support to special projects, marketing, grants, presentations.
- Assist the Executive Director on data projects and models as needed.

Internship Guidelines & Requirements

Providence House has internships available for undergraduate or graduate level students, **age 21 or over**, with an interest in a development-oriented career. The ideal candidate should be able to commit to a minimum of **one academic semester or quarter (although longer terms are desirable) and at least 20 hours per week**, possess a high level of initiative and the ability to work independently with limited supervision. Familiarity with Excel, Word, Raiser's Edge programs and various research databases is helpful. Internship candidates are selected based upon:

- Academic credentials
- Prior work history
- References
- Professional interviews

Internships are unpaid appointments which provide an excellent foundation for future development-related careers. Interns work within specific areas as well as interact with our administrative staff and development professionals.

Application Deadlines

Internship applications are received throughout the year on a rolling basis. However, the following target application dates are useful to keep in mind:

Dec. 1 - Spring Internships
April 1 - Summer Internships
July 1 - Fall & Full Academic Year Internships