

INTERN JOB TITLE: School Outreach and Counseling Intern TYPE:  
College/University

REPORTS TO: Executive Director SCHEDULE: Flexible Hours

DIV/DEPT: Programs DATE UPDATE: 1/6/22

*Ark Counseling and Wellness Center believes that each intern as an integral part of the organization's mission and a valued team member. Therefore, it essential that all interns know that Ark Counseling and Wellness Center is a 501 (C)(3) faith-based nonprofit. The Ark Counseling and Wellness Center's is a 501(c)(3) faith-based nonprofit that conducts outreach; provides physical, mental, and spiritual support; teaches, shares insight with, and equips individuals to reach their full potential; and provides mental health counseling. We believe every individual deserves total well-being and rich fulfillment of their purpose in life.*

## **SUMMARY OF POSITION**

The *school outreach and Counseling Intern* will gain practical work experience in the area of implementation of outreach Coordination, programs, strategies and human services work experiences. This position assists in the development, design and implementation of community participation and outreach to parents, schools, community-based organizations, and public agencies. Supports Ark's program recruitment efforts, implementation and production of Ark's community events, and human services work experiences.

## **DUTIES AND RESPONSIBILITIES**

### Board Development

- Provide support to the President & CEO as it pertains to the Board
  - o May assist with preparing the Board Agenda, preparing Board Reports, working with Board Committees, assist with Board Orientations, and Board Meetings

### School Outreach & Counseling Internship

- Oversee and implement public events, meetings, open house information sessions, etc.
- Guide and support coordination efforts in parent engagement, youth development, recruitment, and retention; audience development strategies for Ark's programs, performances, and community events.
- Provide support in implementation and coordination of activities with outside services agencies, school sites etc.
- Develops and maintains relationships with community organizations, schools, foster agencies, etc. and assists with community activities that support the goals of the organization.
- Develop strong collaborative relationships with school partners, and government and community-based service providers to enable the most effective coordination, referral system, and audience development for students and their families.

- Work with school and community partners to maintain and expand program services for students and families.
- Attend and participate in various school and neighborhood meetings.
- Schedule regular outreach exhibitions in the community.
- Oversee school education outreach and counseling program.
- Work closely with school administration to assess school needs to develop programming that is specific to those identified needs.
- Identify community, military and government organizations that need our services and build relationships.

#### Grant Writing/Grant Management

- Assist with grant research and writing if needed.

### **SKILLS AND QUALIFICATIONS**

- Mature Christian with a good familiarity with God's word
- Excellent Computer skills
- Familiarity with Microsoft Office, Google Workspace
- Social Media skills and experience
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility, facilitating identify in Christ
- Organized (people and task oriented) and possess strong written, oral, and interpersonal communication
- Culturally competent and aware
- Ability to work independently, take initiative, prioritize workload, detail oriented and meet deadlines.
- Able and willing to adapt to various duties, be flexible, and be able to multi-task.
- Must pass background check.

### **EDUCATION/EXPERIENCE**

- Previous experience working with or volunteering with nonprofit organizations
- Completion of half of a degree program in Nonprofit Management, Management, or Nonprofit Related degrees

### **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally: 1%-33%; Frequently: 34%-66%; Continuously: 67%-100%*

*Climbing Stairs – Occasionally*

*Work environment is primarily indoors/virtually. - Continuously*

### **EQUIPMENT/TOOLS USED**

*Computer Fax Phone Social Media Software*

Full Academic Year Internships are encouraged.

Flexibility in start/end dates may be arranged.

flexibility to work in the evenings and on the weekends

Internship hours throughout the week are flexible.

Location: Telecommuting/Remote (until further notice)

*Please send your cover letter and resume to [fsomoye@arkcounselingcenter.org](mailto:fsomoye@arkcounselingcenter.org)*