



## **NON-RESIDENTIAL PROGRAMS INTERN**

*Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.*

**Purpose:** The Non-Residential Programs Intern is a part-time, unpaid internship. The purpose is to help run and support the non-residential programs of Created Gainesville by assisting the Created Care Coordinator with behind-the-scenes tasks and logistics.

**Reports to:** Created Care Coordinator

### **Duties & Responsibilities:**

#### **Time Allocated: 10-15 HOURS PER WEEK**

- Research and compile resources and referrals for a variety of needs that program participants may have.
- Collaborate with the Created Care Coordinator and the Programs Coach to develop creative solutions for needs and obstacles participants are facing.
- Schedule outreaches
- Maintain and monitor SignUpGenius
- Confirm with sponsors for outreaches
- Coordinate drop offs for donations
- Support Oasis through set-up, printing, running errands, etc.
- Must have reliable transportation to the Created office in NW Gainesville.

### **Education and/or Experience**

- Actively pursuing an Associates degree or higher
- Administrative experience preferred
- Proficient in Word, Google, and Excel
- Ability to work in a collaborative, fast-paced environment
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously

- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships
- Clean driving record preferred

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

**Work Environment:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.