



## RESIDENTIAL PROGRAM INTERNSHIP

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

**Purpose:** The Residential Programs Intern is a part-time unpaid internship. The purpose is to support the Residential program by assisting with administrative and behind-the-scenes tasks so that staff can focus on providing quality care to residents.

**Reports to:** Residential Coordinator

### Duties & Responsibilities:

#### **Time Allocated 12 TO 20 HOURS A WEEK**

- Help develop and adding to schedules for women in residential facility
- Design curriculum for the residential program alongside the residential coordinator
- Assisting planning and executing workshops and worksheets
- Develop and implement organization and logistics systems for the home
- Refresh house sheets as needed
- Assist in the monitoring of electronic devices such as cell phones, tablets and computers used by residents
- Assist with materials and presentations as needed
- Support residents in transportation with organizational vehicle as needed to locations such as therapy, recovery meetings, the library, wal-mart, etc.

### Education and/or Experience

- Actively pursuing an Associates degree or higher
- Administrative experience preferred
- Proficient in Word, Google, Canva, 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.