

SOCIAL SERVICES INTERNSHIPS

For more information on any of the internships on this page, see Gene Durkee, Director, Pathways – Career and Life Planning, edurkee@nec.edu, 603 428 2358.

AMERICORPS VISTA VICTIM ASSISTANCE PROGRAM, GENERALIST INTERNSHIP

Concord, NH

Christine Bradbury

NHCADSV

PO Box 353

Concord, NH 03301-0353

Phone: 603-224-8893, ext 316

Email: Christine@nhcadsv.org

Under the direction of the Office Coordinator, this intern will assist several Coalition staff members, including; the Training and Programs Coordinator, the Technical Assistant Specialist, the Public Policy Director, the Administrative Director, the Public Relations Director and Coordinator, the AmeriCorps Victims Assistance Program Coordinator and the Program Director. Some of the tasks this intern may perform are provide administrative support such as data entry, research and phone calls as needed, assist with researching, writing and layout of internally produced newsletters, assist in maintaining and entering data on small library of research materials and media, assist with small in-house mailings and provide other administrative support, respond to requests from the general public for information on domestic violence, stalking and sexual assault issues, assist with preparation for and attend trainings, conferences and meetings as schedule allows and lastly, assist with public relations and development efforts.

BITS EQUINE THERAPY CENTER, RESEARCH INTERNSHIP

Hopkinton, NH

Pauline Meridien

603 746 5681

Attend meetings with therapy team. Observe and record therapy sessions. Assist with creation and administration of surveys. Read literature and compose summaries of articles. Compose drafts of Introduction, Methods, Results and/or Discussion sections of research paper.

BOYS AND GIRLS CLUB of BURLINGTON VT, ACTIVITIES INTERN

Burlington, VT

Dottie Olio

802-864-5263

62 Oak St.

Burlington, VT 05401

The intern's role and responsibilities will consist of acting as a good role model for the children ages 8-13, aiding the children through their daily scheduled activities, run a health habits group, teaching children about nutrition, how to cook healthy food, and how to live healthy lifestyles, help coordinate a college writing program for juniors and seniors in high school to help them make an educated decision about college, assist in organizing and supervising field trips.

CAMP SPAULDING, COMMUNITY OUTREACH SUPPORT STAFF

Concord, NH

Ed Orłowski

Camp Spaulding/Child & Family Services

103 No. State St.

Concord, NH 03301

603-224-7479

orłowski@cfsnh.org

Essential functions of the position include the primary responsibility for recruiting camp personnel rests with the Program Director, the Community Outreach staff is expected to participate in a cooperative effort to find qualified summer seasonal staff. Work closely with the Development department of Child and Family Services to outreach to local child serving organizations. Recruit campers from underserved areas of NH. Develop a network of camp alumni and former staff to support Camp Spaulding. Promote and develop the Conference Center and Adventure Based Learning Program for off-season use. Act as the primary contact for groups and organizations to use the facility. Organize and support volunteer groups to participate in on-site maintenance and enhancement projects such as trail maintenance, building painting and repair, organization of camp equipment and supplies. Participate in community efforts to support Camp Spaulding. Community Outreach support staff will operate from the Concord Office of CFS and should have their own transportation.

CAMP KAMAJI, ADMINISTRATIVE ASSISTANT

Cass Lake, MN

Kathy Jay

32054 Wolf Lake Road

Cass Lake, Minnesota 56633

Phone: 218.335.6612

Fax: 218.987.2122

E-Mail: kathy@kamaji.com

To assist with camp's behind-the-scenes operations, students will set-up office at the beginning of season, process staff salary advances with approval of Office Manager/Camp Director, maintain petty cash system, assist with sales and inventory of camp store, make bank deposits and handle receipts, create and maintain "town list" for the purchasing of supplies as needed from local merchants, run errands or drive campers into town, create and maintain files, type camp correspondence as requested, sort mail and packages; distribute to campers and staff, check incoming supplies against orders and invoices, direct lost campers to their assigned activity/cabin, sell camp store items and record purchases, assist in camp programming/scheduling, assist in helping out in Camp Health Center, assist in food purchasing, menu planning, food inventorying.

CRITTENDON WOMENS UNION, CASE MANAGEMENT

Boston, MA

Jeff Swallow

617.259.2950

jswallom@liveworkthrive.org

One Washington Mall

Boston, MA 02108

Internship Site: 10 Perthshire Rd.,

Brighton, MA 02135

The Case Management Administrative Intern assists the Director of Case Management and Social Work Services to research information about local community organizations, and enters information into a database to be used by staff. The intern also researches about subsidized housing options, and supports case management staff in their housing search efforts with program participants. In addition, the intern assists case management staff to enter data in the Efforts to Outcomes (ETO) database.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF ACTIVE AGENCY/INTERGENERATIONAL PROGRAMS
SUMMER COLLEGE INTERN**

New York, NY

Theresa Knox

Phone: (212) 442-3115

Fax: (212) 442-1096

Email: tknox@aging.nyc.gov

2 Lafayette Street - 7th Floor

New York, NY 10007

Interns will assist with data collection and data entry, provide support to staff, assist with preparation of reports and analysis, assist with updating resource manuals and program literature and interface with the public as needed.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
HUMAN CAPITAL/BUREAU OF CIVIL SERVICE ADMINISTRATION
SUMMER COLLEGE INTERN**

New York, NY

Jerez Hue

Phone: (212) 669-2452

Fax: (212) 669-2453

Email: jhue@dcas.nyc.gov

1 Centre Street

New York, New York 10007

The Intern will monitor the types of calls referred to an operator by the Interactive Voice Response (IVR) System and the types of inquiries received in person at the Certification Unit reception window and via e-mail. The Intern will then categorize the data in order to identify methods to enhance the IVR system as well as computerized filing. The intern will monitor eCERTS, the electronic certification system which distributes certifications to City agencies digitally.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
ADMINISTRATION/NEW MEDIA & MUNICIPAL RELATIONS
NEW MEDIA AND MUNICIPAL RELATIONS INTERN**

New York, NY

Krishna Kirk

Phone: (212) 386-0214

Fax: (212) 313-3115

Email: kkirk@dcas.nyc.gov

1 Centre St., 17th Fl. South
New York, New York 10007

The intern will work closely with the Director and will have responsibilities primarily monitoring the agency social media sites and researching new opportunities in the world of social media; assisting with content development and editing of the agency newsletter; development of content for the agency intranet and internet sites; management of the agency photo gallery; and assisting with maintenance of the Green Book Online and City Record.

DUDLEY STREET NEIGHBORHOOD INITIATIVE, COMMUNITY ORGANIZER

Roxbury/North Dorchester, MA

Denise Gonsalves

Director of Youth Leadership & Development

Dudley Street Neighborhood Initiative,
504 Dudley Street, Roxbury, MA 02119

617-442-9670

dgonsalves@dsni.org

The Community Organizer will work as a team member to strengthen the neighborhood revitalization work. They will work with staff, residents, committee and Board members to unfold planning and organizing efforts to realize the neighborhood's vision of a vibrant urban village.

DUDLEY STREET NEIGHBORHOOD INITIATIVE, TITLE RESEARCHER INTERNSHIP

Roxbury/North Dorchester, MA

Jason Webb

Dudley Street Neighborhood Initiative,
504 Dudley Street, Roxbury, MA 02119

617-442-9670

jwebb@dsni.org

To search public and private records to compile a list of documents pertaining to property titles, such as mortgages, deeds, and assessments. To create a reference system of all deeds of land that DNI and its affiliates own.

EASTER SEALS, BEHAVIOR SPECIALIST ASSISTANT INTERNSHIP

Manchester, NH

Curran Pope

Easter Seals

c pope@eastersealsnh.org

621-3455

Faculty Sponsor: Prof. Catherine Kalob, Sociology Faculty

Facilitate and help run Special Olympic Basketball program; take attendance and film athletes. Assist in playgroup for toddlers. Attend home visits; observation and orientation.

EASTER SEALS, COMMUNICATION AND MARKETING INTERNSHIP

Manchester, NH

Easter Seals

Burn St Manchester NH, 03103

Interns will assist events manager with agency events, prepare press releases to support fund raising events, Easter Seals programs and special events, communicate with and cultivating local media, assist with event coordination and promotion, research and write client stories from several Easter Seals programs to be used for fundraising and awareness, write for Easter Seals newsletters, annual reports, brochures, and other collateral, website for NH and ME, assist the Grant Writer with research and information for grants and progress reports, cultivate donors through targeting stewardship efforts including the development and updating of various “thank you” pieces and letters and lastly, develop collateral materials to support the promotion of fundraising events.

FAMILY EQUALITY COUNCIL, COMMUNITY ENGAGEMENT & PROGRAMS INTERNSHIP

Boston, MA

Andra Oshinsky, Programs Associate

T Interns play a hands-on role in all Family Equality Council community programs including The Outspoken Generation, The Breakthrough Conversation Project, Pearls of Wisdom, and Parent Groups. This unpaid internship involves community outreach, development of new initiatives and educational resources to support LGBT families, event planning and execution, use of social media, etc . Successful interns thrive in a fast -paced environment and enjoy taking on big and small responsibilities.

FAMILY EQUALITY COUNCIL, COMMUNITY EVENTS & PROGRAMS INTERNSHIP

Boston, MA

Ally Kuriloff, Programs Associate

The Community Events & Programs Interns are an integral part of the Programs Team and play a hands-on role in all Family Equality Council community programs. This unpaid internship involves community outreach, event planning and execution, use of social media, fundraising, and more. Success in this position requires excellent organizational skills, the ability to problem solve independently, a team-oriented mindset, highly developed communication skills (written and verbal), superior interpersonal skills, and a commitment to social justice and fun.

FAMILY EQUALITY COUNCIL, COMMUNICATIONS & NEW MEDIA

Washington, DC

The Communications/New Media Intern is an integral member of Communications team. This unpaid internship involves assistance with external communications and marketing efforts as well as research of and outreach to traditional mass media and social media outlets. Success in this position requires highly developed organizational skills, the ability to problem solve independently, a team-oriented mindset, and excellent interpersonal skills.

FAMILIES IN TRANSITION (FIT), SOCIAL SERVICES INTERNSHIP

Manchester NH

Kristen Brassard

603-935-7900 Ext. 1721

123 Market Street Manchester, NH

kbrassard@fitnh.org

Faculty Sponsor: Prof. Larry Taylor, ltaylor@nec.edu, NEC X2236

Will be held responsible for intakes of potential new participants. You will be helping the new participants by means of managing files, completing referral and reference forms, scheduling future interviews and preparing them for approval. After some experience is gained you will be asked to hold the initial interviews with the new potential participants. You will also be co-leading workshops for current FIT participants and in time will facilitate a workshop on your own.

FAMILIES IN TRANSITION (FIT), EARLY CHILDHOOD EDUCATOR INTERNSHIP

Manchester NH

Kristen Brassard

603-935-7900 Ext. 1721

123 Market Street Manchester, NH

kbrassard@fitnh.org

Students will work within our trauma informed therapeutic preschool (ages 3-5) for children experiencing homelessness/trauma, support children's social and emotional development within the classroom setting, work alongside child and family therapists, advocates, and highly qualified early childhood educators.

FAMILIES IN TRANSITION, SPECIAL EVENTS INTERN

Manchester, NH

Kristen Brassard

123 Market St.

Manchester, NH 03101

603-935-7900

Students will come up with creative and artistic concepts for in-store displays, help implement promotional calendar and special events, devise, implement and execute effective merchandising strategies, move and position store merchandise and mannequins, maintain an organized, visually appealing and welcoming store environment and lastly, coordinate scenery, props and outfits for Ad photo shoots.

FAMILIES IN TRANSITION, RESEARCH AND WEBSITE ASSISTANT

Manchester, NH

Kristen Brassard

123 Market St.

Manchester, NH 03101

603-935-7900

Students will assist in a variety of areas which include, data entry into multiple data bases, updating programmatic information on service-based website, gathering updated information from service providers to be placed on the website and data analysis if appropriate.

FAMILIES IN TRANSITION, SMALL BUSINESS RETAIL MANAGEMENT TRAINEE

Manchester, NH

Kristen Brassard

123 Market St.

Manchester, NH 03101

603-935-7900

Interns will protect employees and customers by providing a safe and clean store environment, maintains the stability and reputation of the store by complying with legal requirements and help implement promotional calendar and special events. Some duties may include but not limited to moving and cleaning furniture, greeting and assisting customers and donors, organizing and hanging clothing as well as maintaining the overall appearance of the store.

GATEWAYS COMMUNITY SERVICES, THERAPY SERVICES INTERNSHIP

Nashua, NH

Sara Molander

Gateway Community Services

144 Canal Street, Nashua, NH 03064

603-882-6333

getinvolved@gatewayscs.org

Assist and maintain accurate data and analyses through graphing, summarizing, and building reports.
Shadow ABA Therapist on home visits, therapy assessments, training assessments, and parent training.

GIRL SCOUTS OF THE GREEN AND WHITE MOUNTAINS

Various Locations, NH and VT

Membership and Community Development Organizer

Karina Giordano,

1.888.474.9686 ext.158

kgiordano@girlscoutsgwm.org

The Membership and Community Development Organizer is responsible for overseeing and mobilizing a team of recruiters who ensure Girl Scouting is available to all girls based on target markets and membership strategy. This position works in conjunction with Council staff to develop and implement the project plan. The majority of the focus is in late summer and fall.

GOODWILL INDUSTRIES OF NNE, "GOODBRIDGES" INTERNSHIP: MENTORING FOR WOMEN IN NEED

Concord, NH

Kelly Paquette

Goodwill Industries of NNE

200 North State Street, Concord, NH 03301

603-369-3010 ext.5703

kelly.paquette@goodwillnne.org

"Goodbridges," a US Department of Justice initiative, assists women with a criminal history in the areas of recovery coaching, job readiness and placement and community resource connections.

GOODWILL INDUSTRIES OF NNE, "GOODGUIDES" YOUTH MENTORING INTERNSHIP

Concord, NH

Kelly Paquette

Goodwill Industries of NNE

200 North State Street, Concord, NH 03301

603-369-3010 ext.5703

kelly.paquette@goodwillnne.org

"GoodGuides," a US Department of Justice initiative, and a collaboration with Child & Family Services, assists youth who are returning to the community after a period of incarceration at the Sununu Youth Services Center. Mentors help youth and adults explore educational opportunities, build career plans, develop work readiness skills and prepare for finding and keeping a job. Our mentors work with individuals who have experienced barriers in their lives, including lack of a high school education, substance abuse and involvement with the criminal justice system.

THE GRAPEVINE FAMILY & COMMUNITY RESOURCE CENTER, FAMILY SUPPORT PROGRAM INTERN

Antrim, NH

Beth Bradford

thegrapevine@conknet.com

www.grapevinenh.org

The family support programs of The Grapevine Family & Community Resource Center offer a number of opportunities to interns primarily in the field of early childhood education and social work. The intern

will work with program staff including parent educators and early childhood educators providing educational and social activities to young children, and supporting and educating parents. Activities might include: direct work with children; program planning; designing and implementing workshops for parents; identifying community services; assist the organization with grant research and writing; curriculum development and writing; marketing and outreach related to the family support programs.

THE GRAPEVINE FAMILY & COMMUNITY RESOURCE CENTER, TEEN CENTER INTERNSHIP

Dave Kirkpatrick

The Grapevine

42 Main Street, Antrim, NH 03440

588-2620 or 588-3334

teencenter@tds.net

www.grapevინeh.org

Work under the direction of the Teen Center Coordinator, and with Teen Center Steering Group members and other volunteers. Work directly with groups of teens at the center and at other locations in the greater community. Assist, supervise, and coordinate teen center activities during regular hours and special events. Also includes planning and execution of some community outreach, community service, and fundraising events.

GRAPEVINE FAMILY & COMMUNITY RESOURCE CENTER, THE PEOPLE'S SERVICE EXCHANGE TIME BANKING INTERNSHIP

Antrim, NH

Nancy O'Brien, PSE Coordinator

4 Aiken St. PO Box 637, Antrim, NH 03440

(603) 588-2620

peopleserviceexchange@tds.net

The intern will learn about time banking through assisting the Coordinator of the People's Service Exchange (PSE). The mission of the PSE is to promote within our communities the exchange and individual talents that value equally each participant's abilities and contributions. The intern will assist the coordinator with member recruitment and support, project development and outreach, data collection, and administrative duties. The intern will work with the Coordinator by: learning about the history and operation of the project; assisting with creation of fliers or publications; communicating with members and potential members in person, on the phone and by email; coordinating exchanges between members.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, CASE MANAGEMENT INTERNSHIP

Manchester, NH

Nasir Arush, Director

315 Pine St. Manchester, NH

(603) 647-1500 x109

narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Tasks include cultural and community orientation, assistance with case management (securing housing, applying for temporary financial assistance, advocating for health and social services) and community outreach.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, COMMUNICATION AND EVENTS INTERNSHIP

Manchester, NH

Nasir Arush, Director
315 Pine St. Manchester, NH
(603) 647-1500 x109
narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, DATE CONTROL AND ANALYSIS INTERNSHIP

Manchester, NH

Nasir Arush, Director
315 Pine St. Manchester, NH
(603) 647-1500 x109
narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Tasks include performing administrative duties such as researching and compiling information, organizing information in files and databases, taking and routing calls, and assisting other departments.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, JOB TRAINING AND EMPLOYMENT INTERNSHIP

Manchester, NH

Nasir Arush, Director
315 Pine St. Manchester, NH
(603) 647-1500 x109
narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest in serving refugee, asylee and immigrant populations. Responsibilities include preparing clients to gain credentials needed to enter employment, developing career plans and/or accessing higher education or training. Additional tasks include locating employment openings through extensive contact with employers by working closely with local businesses and industries to facilitate the placement of clients into jobs and on-the-job training opportunities.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, RESOURCE DEVELOPMENT INTERNSHIP

Manchester, NH

Nasir Arush, Director
315 Pine St. Manchester, NH
(603) 647-1500 x109
narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations.

Assist the Outreach Facilitator in creating and maintaining community partnerships.

INTERNATIONAL INSTITUTE OF NEW ENGLAND, SCHOOL IMPACT INTERNSHIP

Manchester, NH

Nasir Arush, Director
315 Pine St. Manchester, NH
(603) 647-1500 x109
narush@iinh.org

(locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Tasks include cultural and educational orientations for refugee children, support group facilitation, and program data collection and evaluation. Coordinate with School Impact Team on program curriculum and implementation.

DIVISION FOR JUVENILE JUSTICE SERVICES, JUVENILE PROBATION & PAROLE INTERNSHIP

Keene & Henniker, NH

Richard Sarette
Juvenile Probation & Parole Supervisor
Division for Children, Youth & Families
Bureau of Juvenile Justice Services
809 Court St.
Keene, NH 03431
357-3510 x718

rsarette@dhhs.state.nh.us

The student will be assigned to a Juvenile Probation & Parole Officer (JPPO). That officer will review the aspects of the Division for Juvenile Justice Service. The student will accompany the JPPO to court hearings, juvenile staffing's, treatment team meetings, home visits, trainings and juvenile supervisions in the community, work with the JPPO in gathering information for the purpose of conducting a Pre-Dispositional Investigation as ordered by the court and at the end of the experience be expected to complete and investigation independently supervised by the JPPO

MAINE STATE GOVERNMENT SUMMER INTERNSHIP PROGRAM

Augusta, ME

Charles Morris, Program Administrator
Maine State Government Summer Internship Program
Margaret Chase Smith Policy Center
University of Maine
5715 Coburn Hall
Orono, Me 04469-5715
207-581-4135
morris@maine.edu

www.umaine.edu/mcsc/MeSGIP.htm

There is no single description for an internship with the ME State Internship Program. Each summer, various departments will choose to sponsor an intern, so the departments and tasks will vary widely. Probably the best way to explore the possibility of a ME State Government Internship will be to go directly to their website, which again is: www.umaine.edu/mcsc/MeSGIP.htm

MIDWAY MENTOR INTERNSHIP

Bradford, NH

Randa Tenney, Program Director

Danielle Vyce, Asst. Program Director

Midway

(603) 938-5014

RandaTenney@nafi.com

Faculty Sponsor: Dr. Larry Taylor, Psychology

Engage in a variety of activities with residents. Act as mentors to residents. Tutor kids on basic skills; assist with homework and studying if asked. The organization can use work/study students who are reliable, have good boundaries and listening skills, who are interested in becoming mentors and leaders, have self-initiative and creativity, and have an interest in counseling an at-risk and disenfranchised youth population. Students must be willing to INTERACT with teens, not just “mind the store.”

NAMI NH, EVENT ORGANIZING INTERN

Concord, NH

Win Saltmarsh

Intern will supervise a group of younger students who have chosen with help coordinate the Annual NAMI Walk as their course project. Intern will meet regularly with the team, help them determine individual tasks, and evaluate their level of involvement in the project. Other duties include participating in the walk itself, publicizing the walk in advance, enlisting others to participate, potentially starting and implementing a donation drive, obtaining the support of college staff and athletic teams, and helping to draft a New Englander article about the event.

NEC CONCORD, OUTREACH INTERN

Concord, NH

Prof. Larry Taylor, Psychology Department

ltaylor@nec.edu

603 428 2236

Interns will attend training session at the beginning of the term, staff the NEC Concord site for a period of time each week, approach local business, agencies and government offices to see what NEC students might do to help at that site (Care should be taken to ensure that student visits are not duplicated.); schedule, meet and interview potential employers, supervisors, and/or agency directors, enter data related to visit (contact info, notes, etc.) into an Excel database, publicize opportunities at the sites to Henniker-based students by speaking to faculty, making classroom presentations, discussing site opportunities with students, help create a mission statement, web presence, and help with grant-writing, develop publicity and help plan for the future of NEC Concord.

NH CHILDREN'S TRUST, MARKETING AND COMMUNICATIONS INTERNSHIP

Concord, NH

Diane Hastings, Communications Director

dhastings@nhchildrenstrust.org

Keryn Bernard-Kriegl, Executive Director

kbernardkriegl@nhchildrenstrust.org

(603) 224-1279

The student will assist with public relations efforts for the NH Children's Trust events and programs, including, press releases, writing articles for and coordinating production of the NHCT e-newsletter, development of PowerPoint presentations and print materials for various audiences, website

development, speaking events and other communication tools. The student may be responsible for updating the agency Website, Facebook Page and YouTube Channel, possibly create videos for the channel. This person may also develop communications with radio, TV, print and other media outlets.

PARTNERS IN HEALTH, HUMAN SERVICES INTERNSHIP

Concord, NH

Partners in Health

Janice Boudreau

Phone: (603) 225-4153

Work with PIH family support coordinator and assist with case plans, collecting and tracking paperwork from families, and assisting with follow-up phone calls as needed. Perform all duties in a manner that demonstrates respect for each person's legal, civil and human rights, including confidentiality of information. Interactions are respectful of the culture and values of each individual supported. Audit and update files according to medical and legal standards. Respond to communication from supervisors, families and other employees in a timely manner. Comply with all HIPAA regulations and confidentiality policies regarding individuals, families and agency employees. Maintain a professional rapport at all times with agency employees, committee members and families throughout internship and post – internship. Interns should not divulge personal information or engage in conversation of personal nature with agency staff and agency related persons. Attend all meetings as assigned. Attend trainings as required. Report any safety, health or human rights concerns immediately to a manager. Perform other duties as assigned.

RUSH SQUARE ELDERLY HOUSING, SOCIAL SERVICES INTERNSHIP

Susan McElroy, Service Coordinator

Rush Square Elderly Housing

171 Rush Rd., Henniker, NH 03242

(603) 428-7950

smcelroy@thecalebgroup.org

The duties and responsibilities listed below are flexible, and will change according to the needs of the on-site supervisor and Rush Square residents. A primary responsibility of this position will be to supervise the activities of other Rush Square work-study students, help resolve any issues or conflicts that arise, and work with Psychology faculty on further development of programs.

UNITED WAY OF GREATER NASHUA, MARKETING COMMUNICATIONS & SOCIAL MEDIA INTERNSHIP

Nashua, NH

Lisa Conti, Director of Marketing

United Way of Greater Nashua

20 Broad Street, Nashua, NH 03064

(603) 882-4011 X18

lisa@unitedwaynashua.org

Help enhance United Way's social media presence and engage community through our blog (WordPress), Facebook page, LinkedIn group, and Twitter, YouTube, and Flickr accounts. (See links at <http://www.unitedwaynashua.org>.)

URBAN JUSTICE CENTER, OPERATIONS & DEVELOPMENT INTERNSHIP

New York, NY

Urban Justice Center

123 William Street 16th Floor

New York, NY 10038

646.602.5600

We are seeking an Operations & Development intern to provide case management, operational, and development support to our staff. Responsibilities will include, but are not limited, to: Providing supervised case management services to clients intake at our citywide legal clinics. Supporting our team of attorneys and legal advocates as they provide public benefits and shelter advocacy services to low-income New Yorkers. Engaging in outreach efforts in order to broaden awareness of the project and its mission. Maintaining our social media presence and launching new initiatives as needed. Assisting with the drafting of reports and the entering of client data into various databases. Drafting grant proposals and researching new funding opportunities. Other special projects, with an emphasis on new initiatives proposed by the intern.