



## SOCIAL IMPACT INTERNSHIP

### LOCATION:

8546 Broadway, San Antonio, TX 78217

### JOB TYPE:

Internship (unpaid)

### REPORTS TO:

Program Manager

### ABOUT US:

For Her is a women's empowerment nonprofit that builds equity for women by providing a network of support and responsive resources that promote self-sufficiency and holistic well-being.

### OVERVIEW:

The intern will assist and support the program, development, administrative, and executive teams of For Her. They will assist with logistics of office operations, events, outreach, data entry, research, and other duties as assigned. The intern will have the opportunity to contribute to For Her's mission while also gaining experience working in a nonprofit and social enterprise where we cultivate and reward curiosity, teamwork, and leadership at every level.

### KEY RESPONSIBILITIES:

- Greeting all guests to the community center
- Screening incoming phone calls and transferring them to the appropriate team members
- General maintenance of the community center, including ordering supplies and scheduling cleaning
- Assist with logistics for events, marketing, and communications
- Maintain proper client e-files including intake forms, client surveys, and reports; ensure all files are complete and up-to-date
- Identify relevant programs and resources available in San Antonio to help meet client needs
- Assist with social media presence
- Assist in providing culturally specific, trauma-informed, and evidence-based interventions for adults from diverse and historically marginalized communities who have been impacted by trauma.
- Help streamline administrative processes
- Assist with community outreach by attending resource fairs as a representative of For Her.
- Other tasks as assigned

## QUALIFICATIONS:

### General

- Must be 18 or older at the start of the internship.
- Ability to walk up and down stairs (please note the For Her community center is located on the second floor of a historic building without an elevator).
- Must have a valid driver's license and access to a vehicle to run errands, attend events, etc. For Her will reimburse for any required work-related travel expenses.
- Must consent to background check. Prior justice system involvement does not preclude hiring.

### Technical Skills

- Ability to quickly learn or have experience using platforms such as Instagram, LinkedIn, Google Suite, Adobe Suite, Canva, Kindful, and Salesforce

### Soft Skills

- Ability to balance the agency's survivor and community-centered philosophies with efficiency and productivity
- Highly developed oral and written skills
- Ability to handle multiple tasks and meet deadlines in a timely manner
- Ability to work independently, creating their own work flow and structure
- A collaborative attitude, valuing and respecting others' input
- Attention to detail and organizational skills
- Must be self-sufficient, a self-starter, and ready to learn

## ACADEMIC CREDIT:

The intern may receive academic credit for the internship. It will be the intern's responsibility to make arrangements with their school. For Her will provide the necessary internship description and performance review upon request. Compensation may be available if enrolled in Alamo Colleges Community Work Study.

## LEARNING OUTCOMES:

- Understand various elements of a social services nonprofit and social enterprise and an understanding of For Her's work and its impact on the local community
- Develop skills related to data analysis, research, communications, marketing, branding, and nonprofit development
- Improve your understanding of the general employer expectations with respect to professional behavior so you can feel more confident in pursuing your future career goals
- Improve your communication skills – speaking, writing, and interpersonal skills – as currently practiced and expected in a professional setting
- Assess interests and abilities in your field of study and explore career alternatives prior to graduation

- Build a record of work experience and develop your professional network of contacts in the local nonprofit, business, government, and academic sectors

We also encourage prospective interns to work with their supervisor to develop their own goals and learning outcomes for the internship.

#### INTERNSHIP DURATION AND SCHEDULE:

- Length of internship is flexible and will be agreed upon in advance by the intern and For Her intern supervisor
- Flexible hours, up to 25 hours a week
- Working hours are generally Monday-Thursday, 8:00am-4:30pm with some nights and weekends required

Please complete an application at [iamforher.org/about-us/careers](http://iamforher.org/about-us/careers). For more information about us, visit [iamforher.org](http://iamforher.org). No phone inquiries, please.