**Public Health Internship**

*Location: Waterloo Office*

**Reports to:** Integrator

**Status:** Unpaid Internship

**Internship Summary:**

Public Health Interns will have the opportunity to participate in and lend direct work to various aspects of quality and compliance, grant writing and reporting, human resources, and agency operations at Friends of the Family, with an overall goal of gaining hands on experience in applicable projects in the non-profit industry, as well as develop leadership skills and participate in professional growth activities.

**What You Will Do:**

* Attend and actively participate on at least one agency committee that addresses health components: JEDI, Mental Health, Proven Process Work Committees and work in collaboration with the committee members.
* Observe various programs and department operations to best understand agency functionality and services provided.
* Participate in the internal auditing process, reviewing case files for compliance and developing knowledge around the complexities of serving people in crisis.
* Participate in grant writing and reporting activities including creating narrative, gathering data and proof reading.
* Become familiar with agency processes and policies, funding streams, and grant/compliance standards, the agency adheres to.
* Represent FOF at community and other program development meetings in a positive and professional manner.

**Internship Requirements:**

* Exhibit a belief in non-violence and a willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking, other violent crimes, and homelessness in a non-discriminating manner.
* Respect the confidentiality of clients receiving services through Friends of the Family.
* Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
* Believe in our 10 year vision: Everyone Has a Home
* Ability to pass a criminal background check
* Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

**Internship Qualifications:**

* Attending college for a degree in Public Health, Nonprofit Management or another related field.
* Ability to complete university required service hours during normal office hours (M-F 8-4:30)

**For more information, please email the Volunteer Manager, Madison Gaffney, at** **madison@fofia.org** **with the subject line ‘Public Health Internship.”**