

Internship Opportunity

The Community Outreach
225 E 11th St, STE 200 – Sioux Falls, SD 57104

Internship Objective:

The Community Outreach is an ecumenical Christian ministry that serves the working poor of the Sioux Empire. This is an unpaid internship designed to provide experience in the non-profit sector in the areas of: crisis financial care, adult mentoring, providing assistance for transportation needs, sharing information about other community resources, and providing referrals to other community resources.

Where practical, we will structure the internship to also provide experience in other topics that are required by the student's internship program.

Primary Responsibilities:

- Learn the ministry's policies and procedures;
- Gain a working knowledge of community resources available to people struggling financially;
- Shadow the Genesis and Crisis Care Program staff to learn good social care practices;
- Personally conduct individual meetings with clients to:
 - identify needs,
 - provide information and referrals,
 - provide transportation assistance,
 - share a sense of hopefulness, and
 - offer prayer with those who wish it;
- Assist with database and other administrative updates for Genesis; and
- Assist with projects as time permits.

Minimum Time Requirement:

- While we have quite a bit of flexibility on the hours per week and length of the internship, to ensure sufficient time to learn the assignment and make a productive impact we expect the intern will provide no less than 20 hours per week over a 6 month period.
- Ministry hours are from 8:00 to 4:00 Monday thru Friday ... and it is assumed that nearly all of the intern's hours will take place during this time frame.

Minimum Experience Requirements:

Work place or class room experiences that evidence the following skills:

- Hardworking, independent, and motivated to help others;
- Strong oral and written communication skills;
- Able to communicate with and assist people who are in need;
- Proficient in the use of MS Office applications: Word, Excel, and Access

Additional Skills Valued:

- One-on-one personal interviewing experience;
- An understanding of what poverty is and how it relates to the clientele we see; and
- Knowledge of community resources.

If interested, contact Gary Helder, Executive Director (605) 331-3935 or gary@thecommunityoutreach.org

To learn more about our ministry, go to our website at <http://thecommunityoutreach.org/>