



INTERNSHIPS AT DWC

The mission of the Downtown Women's Center is to provide permanent supportive housing and a safe and healthy community, fostering dignity, self respect and personal stability and to advocate ending homelessness for women. Founded in 1978, the Downtown Women's Center (DWC) was the first local nonprofit organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. DWC is committed to providing each woman with the support necessary to achieve self-sufficiency. More at www.DWCweb.org

PROGRAM SERVICES INTERN

To assist with the diverse programming aspects of a comprehensive nonprofit. The intern will work directly with the Director of Program Services and the Enrichment Coordinator. Various trainings will be provided as well as the opportunity to collaborate with other interns.

JOB DUTIES

- Assist with design and facilitation of groups and workshops for women who are currently homeless or low-income. Groups address goals of building community, increasing social and life skills, providing a safe space to share, and educating the women on important subjects
- Help with the preparation for meetings, celebrations, and other program activities including: developing agendas, copying materials, sending out notifications, and coordinating snacks and meals
- Assist with creation of program and promotional materials such as flyers, invitations, & specialized materials
- Update and maintain Programs contacts and files
- Collaborate with other departments as necessary
- All other duties as assigned

SPECIAL SKILLS/QUALIFICATIONS

- Have an understanding of the relationship of racism and sexism to poverty
- Have an interest in women's issues
- Possess excellent oral and written communication skills
- Be detail-oriented and highly organized
- Be proficient in MS Office and comfortable with Internet research

APPLICATION INSTRUCTIONS

BASIC SKILLS/QUALIFICATIONS: *Ideal candidates for all internships will demonstrate the following:*

- Have a professional attitude and friendly, positive approach
- Be a problem-solver and self-starter who enjoys working in a team-oriented environment
- Understand the Center's unique approach to service provision and committed to working towards an end to homelessness

CONTACT: Email cover letter and resume to Allison Bamberg, Volunteer Department Associate, Volunteer@DWCweb.org. Please specify which internship(s) you are interested in.

TIME COMMITMENT: 15-20 hrs/week, minimum of 15 weeks (options for longer internships are available)

COMPENSATION: Internships are unpaid. Academic credit is possible depending on requirements.