



Position Title	Program Coordinator Intern
Organization	Community Rescue Mission
Department	Operation
Address	310 N F Street, Fort Smith, AR 72901
Supervisor Name	Shanelle Livingston
Supervisor Contact	479-782-1443, shanelle@fscrm.com

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
 - a. Federal Criminal background check is required to starting position.
- B. ELIGIBILITY**
 - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way.
 - c. Describe other eligibility requirements, if applicable according to your organization’s policies and procedures
- C. WORK SCHEDULE & CONDITIONS**
 - a. This is a temporary full time (35 hours per week) position.
 - b. This position is not eligible for sick, vacation, and holiday leave during employment.
 - c. While performing the duties of this job, the employee frequently is required to sit, occasionally stand, walk, stoop, bend, crouch, balance, and use hands to handle or feel objects, and talk and hear.
- D. SALARY & BENEFITS**
 - a. SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
 - b. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities. Include any additional professional development your organization may provide.
- E. EVALUATIONS**
 - a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

- A. POSITION PURPOSE**
 - a. The position of Program Coordinator Intern will be utilized as a collaborative partner for our marketing and case management teams. We are looking for a Program Coordinator Summer Intern to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties.
 - b. To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams.
 - c. The goal will be to facilitate the effective management of programs according to the organization’s standards.
 - d. Assist with a creative social campaign ideas with analytical skills to create successful social media posts.



B. DUTIES

- a. Support planning and coordination of a program and its activities
- b. Ensure implementation of policies and practices
- c. Manage communications through media relations, social media etc.
- d. Help build positive relations within the team and external parties
- e. Prepare paperwork and order material
- f. Assessment and evaluation of clients, obtaining detailed information necessary to identify specific client needs and develop individualized Plan of Care.
- g. ☑ Involves client in identifying/understanding needs and problems, while working together for effective solutions.
- h. Keep updated records and create reports or proposals
- i. Support growth and program development
- j. Manage the social media calendar.
- k. Brainstorm campaign ideas.
- l. Post on various social media platforms such as Facebook, Instagram, and LinkedIn.
- m. Analyze analytics to gauge the success of campaigns.

C. COMMUNITY IMPACT

- a. The intern will strengthen both the programs the mission is able to provide and our residents ability to reach the independent stable lives they strive to obtain.
- b. The intern's impact will enhance CRM's capacity toward ending family homelessness.
- c. Continue to build and strengthen community partnerships to provide holistic care to our residents.

QUALIFICATIONS

- A. Excellent knowledge of social media platforms.
- B. Knowledge of analytical tools.
- C. Creative mindset.
- D. Ability to multitask.
- E. Ability to work in a team.
- F. Prior experience with media.
- G. Ability to demonstrate sensitivity and compassion toward a vulnerable population. Ability to maintain a calm professional presence at all times while handling daily stress from working with individuals with complex issues

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. Intern will develop a working knowledge of nonprofits and community partners.
- b. Intern will be able to show how data drives quantifiable results through social media
- c. Intern will learn how to gather data and process to show the impacts of community, state and federal policies impact our clients.
- d. Intern will learn community engagement strategies
- e. Intern will develop a deeper understanding of the scope of homelessness.



B. SKILL DEVELOPMENT

- a. Intern will gain professional development experience
- b. Intern will gain experience using soft skills
- c. Intern will enhance their time management and organizational skills

C. PERSONAL GROWTH AND DEVELOPMENT

- a. Intern will advance their skills to develop effective working relationships
- b. Intern will develop their conflict resolution abilities
- c. Intern will advance their knowledge and skills in social media
- d. Will learn how to contribute ideas and processes to help individuals work towards stability.

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date