



<b>Position Title</b>	<b>Wellness Content Development Intern</b>
<b>Organization</b>	Monarch 61 Project Inc.
<b>Department</b>	Wellness & Empowerment
<b>Address</b>	105 N 28 <sup>th</sup> Street, Suite D, Van Buren, AR 72956
<b>Supervisor Name</b>	Nicole Walton, Executive Director
<b>Supervisor Contact</b>	479-410-4225, Nicole@monarch61.com

## TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
- A criminal record and national sex offense registry background check is performed.
- B. ELIGIBILITY**
- 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.
  - Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
- C. WORK SCHEDULE & CONDITIONS**
- This is a full time (35 hours per week) position.
  - This position is not eligible for sick, vacation, and holiday leave during employment.
  - Hours are Monday – Friday, 9am-4pm.
- D. SALARY & BENEFITS**
- SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
  - PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities.
  - WELLNESS/EMPOWERMENT TRAINING. Monarch 61 Project will provide intern with the following training/self-development.
    - (4 hours) M61 Mission Training - Hospitality, Emotional Health, Trauma Informed Care, & Self-Care
    - (4 hours) Self-Discovery, Self-Awareness, & Self-Esteem
    - (4 hours) Boundaries, Balance, and Conflict Resolution
- E. EVALUATIONS**
- 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. Create wellness and empowerment content to enhance program offerings and class instruction. Serve as an advocate for wellness by promoting and educating within the M61 community.
  - i. Publish class materials for the RISE program, a four-week program that restores power to survivors of trauma and abuse through meditation, mindfulness, trauma-informed yoga classes, and self-defense.
  - ii. Build an on-site wellness content library to include talking points, brochures, community resources, books, and magazines that women can access for healing and growth.
  - iii. Develop and publish content for a wellness page addition to our existing website and Facebook page.

### B. DUTIES

- a. Research, data collection, and analysis in our three target trauma areas – sexual assault, domestic violence, and generational poverty.
- b. Locate and gather community partnership resources, book and magazine resources, educational materials, and information that can be used to build an on-site library for women.
- c. Brainstorm and collaborate with Wellness Director to build content for wellness classes, the RISE Program, and social media.
- d. Assist in taking photos and videos related to wellness content, classes, and events.
- e. Writing and proofing wellness content.

### C. COMMUNITY IMPACT

- a. Creating wellness content that is easily accessible will provide an invaluable resource to women who visit Monarch 61 Project. Creating materials (brochures, talking points, class journals, etc.) that complement various classes and the RISE program will resource women to take ownership and go further in their healing journey.

## QUALIFICATIONS

- A. Dynamic, energetic, flexible, and eager to learn.
- B. A passion for seeing women succeed.
- C. Self-directed and detail oriented.
- D. Experience in marketing and social media, either through work, education, or volunteering.
- E. Experience with power point, publisher, photo shop, or canva.
- F. Strong research and reporting skills.
- G. Ability to multitask.
- H. Willingness to learn about trauma and abuse and how it affects the women in our community.
- I. Understanding of and commitment to equality and diversity.



**LEARNING OBJECTIVES**

**A. CAREER DEVELOPMENT**

- a. Experience working within a non-profit organization.
- b. Increase in research, collaboration, content creation, and marketing skills.
- c. Experience developing, executing, and implementing projects.

**B. SKILL DEVELOPMENT**

- a. Time management.
- b. Project management.
- c. Research gathering and data analysis.
- d. Educational content creation.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. Knowledge of trauma-informed care.
- b. Knowledge and education related to sexual assault, domestic violence, and generational poverty.
- c. Increased self-esteem and self-awareness.

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

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>