

WE ARE

Recruiting Interns

- Art Business
- Events
- Operations
- Video Editing
- Web and Graphic Design
- Case Management

Fill out the internship application at
www.willisdady.org/volunteer.
Reach out with any questions!

sierra@willisdady.org



Art Business Intern

- Communicate with other social enterprises about their successes and struggles
- Create and communicate a clear vision for the art rental program
- Plan for the operations of the Willis Dady Works gallery
- Create a tangible product to share findings and plan

Direct Supervisor: Employment Director

Events Intern

- Help coordinate day-of logistics for Run & Ride on October 8th, 2022
- Assist in creation of social media content and other marketing materials for all events
- Attend Events Committee meetings
- Communicate with sponsors, attendees, and volunteers

Direct Supervisor: Volunteer & Operations
Coordinator

Operations Intern

- Review current operational policies and building goals
- Welcome visitors at the front desk, assist them with their needs
- Create a binder for employment hub location with policies and procedures
- Make recommendations to agency Leadership Team

Direct Supervisor: Volunteer & Operations
Coordinator

Video Editing Intern

- Review video footage currently on file
- Meet with development team to establish a vision
- Plan for a cohesive final video through storyboarding
- Edit footage to create the final video

Direct Supervisor: Grants &
Communications Coordinator

Web and Graphic Design Intern

- Familiarize self with current website format and processing
- Work with Development Coordinator and Data Compliance Specialist to redesign website
- Restructure website to create better flow of content and ease for the user
- Develop marketing materials as assigned

Direct Supervisor: Development
Coordinator

Case Management Intern

- Shadow Housing Case Manager
- Attend Housing Team, client house, and other relevant meetings
- Research conflict and de-escalation trainings and techniques
- Learn filing and paperwork practices and policies

Direct Supervisor: Housing Case Manager
(PSH)