

WE ARE

*Recruiting
Interns*

- **Case Management**
- **Legislative Policy**
- **Operations**
- **Storytelling**
- **Street Outreach**
- **Web Design**

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

sierra@willisdady.org



THIS COULD BE

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: Supportive Housing Case Manager

Legislative Policy Intern

- Investigate non-profit laws related to advocacy work
- Identify legislators on committees that work on bills related to homelessness and housing
- Present to small teams the findings related to non-profits advocating at a legislative level
- Create scripts for staff/volunteers to utilize when calling legislators or public officials

Direct Supervisor: Community Engagement
Manager

Operations Intern

- Review current operational policies and building goals
- Welcome visitors at the front desk, assist them with their needs
- Update front desk binder with policies and procedures

Direct Supervisor: Community Engagement
Manager

Storytelling Intern

- Meet with Development Coordinator to establish a vision and assignment
- Plan for a cohesive final video and social media posts through storyboarding
- Shoot footage using Willis Dady's video camera
- Edit footage to create the final video and/or social media post

Direct Supervisor: Development
Coordinator

Street Outreach Intern

- Shadow case managers at Willis Dady Works, shelter, meal sites, the library, and other locations as necessary
- Attend case manager, client, and other relevant meetings
- Assist with Day center operations
- Learn conflict and de-escalation techniques

Direct Supervisor: Street Outreach Case Manager

Web Design Intern

- Familiarize self with current website format and processing
- Work with Community Engagement Manager to redesign website
- Restructure website to create better flow of content and ease for the user
- Develop marketing materials as assigned

Direct Supervisor: Community Engagement
Manager