



Program Development Intern Summer 2021

Family Network, Inc

614 E Emma Ave Suite 103

Springdale, AR

Supervisor: Audrey Zavaleta

audrey@familynetworknwa.com

EMPLOYMENT TERMS

➤ ***Background Checks***

- *This position requires a background check.*

➤ ***Eligibility***

- *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 2021.*
- *Written enrollment verification from your college or university confirming the student's enrollment status to United Way.*

➤ ***Work Schedule & Conditions***

- *This is a temporary full-time (35-40 hours per week) position.*
- *This position will have flexible hours and can be worked around an existing job or school commitments.*
- *Some of the work can be done remotely, but the student will be expected to come into the office or diaper storage facility regularly.*
- *This position is not eligible for sick, vacation, and holiday leave during employment.*
- *Occasional travel might be required between the office and the diaper storage facility. However, mileage will be reimbursed for any work-related travel. This position may require lifting.*

➤ ***Salary & Benefits***

- *The employee shall receive a \$3,200 salary distributed during normal pay cycles for the duration of employment.*

➤ **Professional Development**

- *The United Way will provide interns an in-person orientation and three professional development opportunities.*
- *The employee will have the opportunity to attend local task force meetings, as well as attend and/or present at local coalition meetings on behalf of Family Network.*

➤ **Evaluations**

- *An evaluation will be conducted at the end of employment from the direct supervisor. The evaluation will also include a self-evaluation and program evaluation.*

RESPONSIBILITIES

Position Purpose

In this position, the employee will develop the pilot diaper bank program of Family Network. Not only will the employee work to fine-tune the system of partnerships and distribution of diapers, but they will be integral in growing the capacity and sustainability of the program through building stronger systems of acquisition of diapers, as well as the network and organization of volunteers to keep the program running. Through improved operational systems and stronger community support, the employee will increase capacity to be able to serve 3 or more partner agencies by the end of 2021. As the capacity of the diaper program grows, our community will be able to more effectively and efficiently meet diaper need for families in NWA.

Duties

- a. Create effective systems for partner agency communication.*
- b. Expand the volunteer base through recruitment and advertising and development of trainings and a manual for volunteers.*
- c. Manage general operations, including diaper requests, and scheduling distribution, data entry, and office management.*
- d. Conduct research on diaper need locally, including identifying policies related to this area.*

- e. Assist with donor tracking and outreach, and development and fundraising in relation to the growth of the diaper program.*
- f. Support team with special initiatives, events, and sponsorship and support recruitment needs as assigned.*
- g. Establish a process to collect stories and feedback from partner agencies and individuals impacted by the diaper program to use in further sponsorship and funding opportunities.*

Community Impact

As of the end of 2020, the Family Network diaper program has collected over 22,000 diapers and partnered with 2 agencies for the distribution of diapers to approximately 60 children. However, we have had over 20 requests for partnership by area nonprofits. We are only able to serve these 2 agencies due to the current supply of diapers, but the vision is to expand our network to reach as many families as possible. At the end of this internship, the reach of the diaper program could be over doubled, meaning an additional 60+ children consistently receiving access to diapers. Not only will the families receive diapers, but as Family Network creates partnerships with local nonprofit organizations, the families will be receiving ongoing case management support as well. When a basic need is met, like diapers for their children, families are better able to focus on other larger goals, like mental health, jobs, or schooling. Nonprofits are also better able to focus their energies and finances on their specific mission.

QUALIFICATIONS

- a. Energetic and enthusiastic employee who can succeed in a fast-paced environment.*
- b. Capability to succeed while working independently and thinking creatively.*
- c. Problem-solving abilities and analytical skills.*
- d. Dependability, accuracy, and attention to detail.*

- e. *Willingness to ask questions and openness to learning.*
- f. *Ability to meet deadlines, manage multiple responsibilities, and provide effective follow-up to the team.*
- g. *Pursuing a degree in anthropology, child development and family sciences, non profit management, public health, social work, sociology, or a similar field.*
- h. *Desire to work with diverse populations.*

LEARNING OBJECTIVES

Career Development

- a. *Through this internship, the employee will have a working knowledge of how a nonprofit is managed as well as an understanding of establishing a pilot program.*
- b. *The employee will learn how to engage with the community and how to work with other professionals in the office and within the community.*
- c. *The employee will gain experience at working within a team as well as an independent player.*

Skill Development

- a. *The employee will gain skills in time management, professionalism, and organization.*
- b. *They will also grow their critical thinking and creativity skills while laying the foundation for this program.*
- c. *The employee will also develop skills in research and policy.*

Personal Growth & Development

- a. *By the end of this internship, the employee will have increased confidence when facing a new task or project and have greater communication skills to network with people in different roles.*
- b. *Through regular supervision time and accountability within the organization, the employee will develop self-reflection skills.*
- c. *The intern will also have greater exposure to diverse populations and their experiences.*

SIGNATURES

Employee Name

Supervisor Name

Employee Signature

Supervisor Signature

Date

Date