



Intern with turning point

Turning Point is a domestic violence and sexual assault services provider with a variety of internship opportunities, including:

Nonprofit Administration

Nonprofit administration interns dive into the details of administration. Interns learn about the coordination of donations, nonprofit record-keeping, responding to client needs, and numerous other nonprofit necessities.

Outreach and Engagement

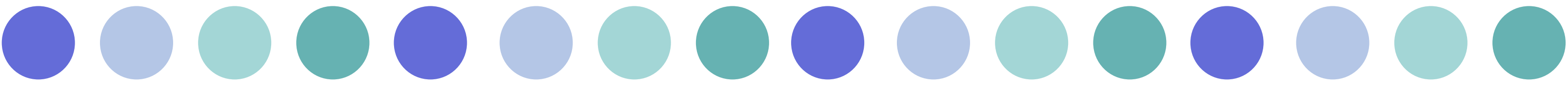
Outreach and engagement interns learn about nonprofit branding, marketing, and outreach. Interns will assist in designing materials for distribution, such as social media posts and brochures, as well as planning and attending engagement events.

Social Work and Human Development

Social work and human development interns work directly with victims of domestic violence and sexual assault at our shelter. Interns will assist in daily shelter operations, such as case meetings, crisis calls, client scheduling, and more.

Internships are currently open for winter, spring, and summer. Hourly commitments for our internships are flexible. You will only be held responsible for time that you commit to in advance.

Academic credits for this internship may be available. Speak to your program advisor to ensure that you fulfill requirements to receive academic credits. If you are interested, email your resume and a brief cover letter explaining your interest to Cadence Kupfner at cadence@turningpointservices.org



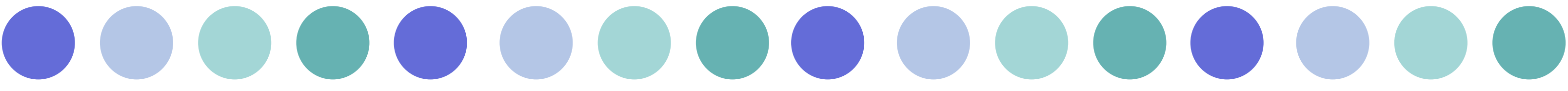


What are Turning Point internships like?

Before you start, you will submit a form that describes your learning objectives. These objectives will help determine the activities you are assigned, but you will always be free to suggest activities for yourself which you feel suit your talents. Then, on your first day, you will meet with the Education and Outreach Coordinator, who will act as your supervisor, along with the Executive Director, to discuss your responsibilities and determine a schedule that fits you. From then on, the Education and Outreach Coordinator will actively supervise your internship, answering all your questions and facilitating bi-weekly meetings between interns and the Executive Director. Turning Point will always welcome your input and work to accommodate any needs or suggestions that you have.

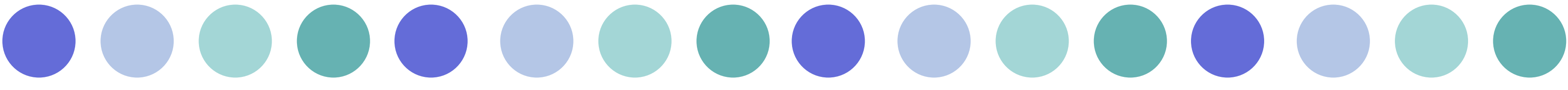
What will I do?

As a nonprofit organization, our responsibilities are not always perfectly defined. You will complete the tasks on this document at some point during your internship, but sometimes our needs vary, and sometimes you may have to focus your time much more on one task than others. What you do as an intern is defined by three main factors: first, what our needs are. If we have a client in crisis, maybe you will help a staff member serve that client rather than complete that day's assigned task. The second determining factor is which internship you choose. As you will see below, different internships require different tasks. Whichever internship you are completing will have some requirements to be met. Finally, you can determine what you do. You will have the opportunity to prioritize tasks or complete tasks based on your talents and competencies. Alternative task suggestions must be approved by the Education and Outreach Coordinator, but they will be approved as long as they are possible and within reason.



Typical Responsibilities and Skill Objectives for Interns by Role

Nonprofit Administration	
Tasks	Skills
Shadowing Executive Director, Court Advocate, Chief Financial Officer, and Education and Outreach Coordinator	Fundamentals of nonprofit administration
Attending state trainings and/or court sessions with staff	Interacting with grant-making authorities
Answering calls from victims seeking crisis services	Serving community members in crisis
Organizing and completing necessary paperwork and files	Fulfilling grant requirements
Referring clients out for services we do not provide	Cooperation between nonprofit organizations
Helping clients find housing and employment	Serving nonprofit clients and fostering civilian independence
Outreach and Engagement	
Tasks	Skills
Shadowing Education and Outreach Coordinator	Fundamentals of education and outreach
Attending and contributing to outreach and educational events	Nonprofit outreach
Reaching out to local businesses for sponsorship and events	Nonprofit outreach
Helping manage volunteers and delegate responsibilities	Volunteer management
Designing brochures, educational materials, and social media posts	Nonprofit marketing
Helping build teams with local law enforcement and nonprofit organizations	Facilitating relationships between government and nonprofit entities



Typical Responsibilities and Skill Objectives for Interns by Role

Social Work and Human Development Tasks	Skills
Answering calls from victims in crisis seeking services	Assisting others in crisis
Sitting in on case management meetings	Case management
Helping clients find housing, transportation, and employment	Case Management
Organizing and completing necessary paperwork and files	Fulfilling grant requirements
Referring clients out for services we do not provide	Cooperation between nonprofit organizations
Doing activities with children in shelter	Recovery and engagement for children who have experienced trauma

