

## Child and Family Services Internship

Family Futures is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Child and Family Services interns gain practical experience in the areas of macro social work, child development, client contact, and nonprofit administration through the Connections and/or Healthy Families programs. Connections is a free parent-focused program, which aids in educating parents about child development, nutrition, and other topics, as well as guiding them towards other community resources if needed. Healthy Families is a unique home-visiting program for parents in Kent County that is coordinated through Family Futures and other community organizations. Both programs are prevention focused and work to achieve the same goal – to shape a community in which all children are supported to reach their full potential.

### Duties & Responsibilities

- Gain knowledge of the general principles of prevention as they apply to parents and families
- Gain experience in program development, coordination, and statistical evaluation
- Learn about the community's role through community-wide trainings and related networking
- May participate in early childhood development research and management of various resources
- Support program maintenance and quality through data entry and data analysis
- Assist program quality through accreditation activities and quality improvement committee meetings
- Participate in active client contact by conducting program screening phone calls and various mailings
- Generate innovative ideas for supporting new parents and program marketing efforts, including community events and other forms of outreach
- General administrative, clerical, receptionist, and program support

### Preferred Qualifications and/or Requirements

- Early childhood development knowledge and/or experience
- Strong networking skills
- Self-motivated and self sufficient
- Preferably current student
- Ability to work independently and as part of a team
- Strong written and verbal communication skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization skills
- Maintain confidentiality
- Ability to demonstrate initiative
- Ability to multitask
- At least 15 hours per week

### Application Instructions

- Complete the online [internship application](#) and upload a current resume and cover letter.
- For more information, please contact [internship@familyfutures.net](mailto:internship@familyfutures.net).