

Community Resources 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.

Community Resources Interns gain experience in partnerships, communication, and knowledge of community resources available to families. This intern will help support enrollment in the Connections and Healthy Families programs, encourage engagement in the programs, and assist with identifying resources to meet needs of families receiving services. This intern will be part of the larger team to provide support to other areas of the organization as needed. This internship position is unpaid but college credit can be earned.

Duties & Responsibilities May Include

- Attend community meetings and events
- Assist in connecting families with resources
- Participate in program engagement projects
- Update program resource information and materials
- Program data entry and reporting
- Collaborate with community organizations
- Share partner reports

General Requirements

- Current student or recent graduate
- Experience or interest in relevant field of study: Nonprofit, Human Services, Communications, or other potential majors
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization
- Maintain confidentiality
- Ability to work autonomously
- At least 12 hours per week

Preferred Qualifications

- Strong presentation skills
- Strong organizational and planning skills
- Ability to work independently and demonstrate initiative
- Creative and innovative

Application Instructions

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