



Internship Placement

- ORGANIZATION:** DOORWAYS
- LOCATION:** St. Louis, MO
- TITLE:** Residential Program Intern
- Status:** Volunteer (school credit available)
- Time Period:** Dates are negotiable

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS.

We are seeking an energetic/dependable Residential Program Intern who can take initiative and help the Residential department with supportive programming and resources for our residents. This intern will report directly to the Client Service Coordinator and have direct contact with clients. Hours are flexible but weekly meetings in-person with the Residential team will be required. **The selected intern will need reliable transportation to travel to our various properties—all of which are in St. Louis City.**

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Assist the residential team with the implementation of programming aimed at improving life/health outcomes for our residents;
- Shadow residential team as they provide resources to clients;
- Help residential program with special projects as they arise;
- Provide office support when on-site by helping with various administrative tasks such as answering the phone, greeting residents and updating files;

REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- All undergraduates who have completed at least one year of college will be considered. Upper-level undergraduate and graduate students preferred.
- Program of study should be in an applicable field: social work, sociology, non-profit management, etc.



KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent writing and communication skills; may be requested to present to small groups.
- Ability to interact with diverse groups of people and be comfortable in the process.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Possess great attention to detail and maintain confidentiality with client information.

DESIRED ATTRIBUTES:

- Understanding of issues pertaining to HIV/AIDS, homelessness, mental health, substance abuse and poverty.

This internship description is illustrative only and is not meant to encompass all possible duties the Residential Program Intern may be called upon to perform or all the conditions that an intern may encounter during his/her time with DOORWAYS. The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with DOORWAYS. This unpaid learning experience is not employment and the intern is not entitled to wages or a promise of employment at its completion.

To apply, please send a cover letter and resume to pyoung@DOORWAYShousing.org and place "Residential Intern" in the subject line.

DOORWAYS provides equal opportunity to all applicants regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.