

Unpaid Internship – Job Description

**College Internship Description:**

The Project Unity Special Health Services Internship (***unpaid – for college credit only***) has been designed to provide qualified university graduate students with comprehensive exposure to the nonprofit operations at Project Unity. The internship presents the opportunity to discover and explore career interests, network with community agencies, develop an understanding of nonprofit organizations and engage and support the Brazos Valley area. Interns may be eligible to complete graduate level special projects throughout the course of the internship. *Continued work with Project Unity is available after completion of the internship; future employment with the organization is not guaranteed.*

**About Project Unity:**

Project Unity began in 1995 in the basement of the Bryan Adult Learning Center. At its start, Jeannie McGuire desired to see change and meet needs in the impoverished areas of Brazos County. Now, Project Unity has grown to encompass four separate programs that serve over 800 households and 2000 individuals in the Brazos Valley each year. The Special Health Services program began in 2006 and offers medical, housing and case management services to those living with HIV/AIDS in the Brazos Valley seven county region. Through continued and focused efforts in the community, Project Unity is committed to improving health and education outcomes for those living in poverty. For more information, visit <https://www.projectunitytexas.org/>.

**Intern Job Responsibilities:**

* Provides daily administrative support to the case managers as well as completes data entry in the ARIES computer system; makes appropriate referrals and provides limited case management services.
* Provides comprehensive office support (filing, making copies, entering data into spreadsheets, typing, word-processing, shredding documents, etc.).
* Provides transportation of medication, food pantry, or donated goods on occasion (fuel costs reimbursed).
* Is responsible for helping with support group activities and the community action board as needed.
* Plans and coordinates with other agencies in the community to organize events and foster better avenues of collaboration and communication.
* Shadow multiple office positions and train in a variety of tasks.
* Assist the SHS Supervisor with completing reports, researching materials, and meeting objectives.
* If applicable, completion of practicum experience with Texas A&M University.

Project Unity



Unpaid Intern Application for Graduate Credit

May 2019 – August 2019

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| **APPLICATION INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | First |  | | | | M.I. | |  | | | S.S.N. | | | | |  | |
| Street Address | | |  | | | | | | | | | | | | | | Apt./Unit # | | |  | | | | |
| City |  | | | | | | State | | |  | | | | | | | ZIP | |  | | | | | |
| Phone |  | | | | | | E-mail | | |  | | | | | | | | | | | | | | |
| Do you have a valid Driver’s License to operate a vehicle? | | | | | | | | | | | | * Yes | | | | | * No | | | | | | | |
| Are you insurable at the standard rate to operate a vehicle? | | | | | | | | | | | | * Yes | | | | | * No | | | | | | | |
| Currently employed | | | | * Yes | | * No | | | | | If so, where? | | |  | | | | | Hours worked per week | | | | |  |
| **EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | |  | | | | | | | | | | | | | | | | | | | | |
| City, State | | | |  | | | | | | | | | | | | Year Graduated | | | | |  | | | |
| College | | | |  | | | | | | | | | | | | | | | | | | | | |
| City, State | | | |  | | | | | | | | | | | | Intended Major | | | | |  | | | |
| **INTERNSHIP** | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Credit sought | | | |  | | Semester | | | | * Spring | | | | | * Summer | | | | | | | * Fall | | |
| Advisor’s Name (if applicable) | | | | |  | | | | | | | | | | | | | | | | | | | |

1. If you are chosen as an intern, what goals do you hope to accomplish while you are participating with our program?
2. Do you have previous experience working with a nonprofit? If so, please share some of your experiences.

**Availability**

We understand and are willing to work with a flexible schedule if you have class or work during business hours. Please specify the hours you would be available to intern.

|  |  |  |
| --- | --- | --- |
|  | **8am-12pm** | **12pm-5pm** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

Please submit a resume along with the completed application to Crystal Johnson at [cjohnson@project-unity.org](mailto:cjohnson@project-unity.org) or drop by our office at 4001 E 29th Street Suite #112.