MISSION STATEMENT: LIFT’s mission is to help community members achieve economic stability and well-being. We are working to establish a new standard for holistic and enduring solutions in our country’s fight against poverty.

INTERNSHIP TITLE: Community Advocate

ON-SITE SUPERVISOR/CO-EDUCATOR:
Name: Bock Szymkowicz
Title: Member Service Fellow
Email: Bock@liftcommunities.org
Telephone: 202-289-2525
Mailing Address: 128 M Steet NW, Washington, DC 20001
Physical Address (if different): same

ADDITIONAL CONTACT:
Indicate if there is someone other than the mentor that the Shepherd Internship Program staff should contact.
Brian Marroquin; Program Manager; bmarroquin@liftcommunities.org

DUTIES/PROJECT DESCRIPTION:
List the projects, expectations you have for this intern. You may bullet several types of projects in this section.

• Work one on one with community members to secure jobs, find a safe home, apply for public benefits, and obtain other critical resources such as childcare and healthcare
• Keep weekly office hours that will allow you to be supportive to community members on an on-going basis
• Work and complete an assigned project relating to LIFT’s services to be completed by the end of the internship

QUALIFICATIONS:
List qualities and skill sets you are seeking
• Strong written and oral communication skills
• Willingness to work with diverse array of individuals
• Offer warm and comforting interactions through appropriate tone, mindset, and body language
• Strong critical thinking skills

ORIENTATION PLAN:
Advocates will be trained in their first week in-office. Training covers LIFT’s background, our strength’s based approach, how to use our online case management system, local resources, and client meeting structure.

REV: October 2014
Supervision/Mentor Schedule:
Interns will always have onsite paid staff to support and answer any questions.

Non-English language requirement? None required, Spanish/Amharic/American Sign Language (ASL) language skills preferred
Specify language and level of proficiency needed.
Spanish/Amharic-Apility to read, write and translate. Example tasks include translating a client’s skills to an English resume and translating job applications so the client can understand.
ASL-Proficient communication skills

Working Conditions:
Advocates will work in an office environment where they will sit down a majority of their shift.

Preparation:
Please visit and review our website: www.liftcommunities.org

Is the organizational accessible via public transportation? YES
Does the internship require use of personal vehicle? NO

(3 intern positions)