Mission Statement: N Street Village empowers homeless and low-income women to claim their highest quality of life by offering a broad spectrum of services and advocacy in an atmosphere of dignity and respect. The Village also provides affordable rental housing for low- and moderate-income individuals and families.

Internship Title: Bethany Women’s Center Summer Intern

On-site Supervisor/Co-educator:
Name: Ms. Evelyn Green
Title: Manager of Bethany Women’s Center
Email: egreen@nstreetvillage.org
Telephone: (202) 939-2069
Mailing Address: 1333 N Street NW, Washington, D.C. 20005

The Bethany Day Center intern will be responsible for assisting the Bethany Women’s Center Manager with the day-to-day operations of BWC.

Responsibilities:
• Therapeutic engagement with a diverse group of homeless and low-income women in the BWC; i.e. spend time relating to clients informally through conversation, games, groups, and activities.
• Facilitation of community meeting and other client groups
• Oversight of opening and closing tasks in BWC
• Orientation of new clients to BWC
• Meal set-up and service, occasional preparation necessary
• Inventory, stock supplies, and run program-related errands as necessary
• Maintain program facility and ensure basic services continue to be readily available and functional such as showers, laundry, clothing, etc.
• Respond to immediate client needs, resolve conflicts, enforce program rules, give client restrictions as necessary
• Attend all regular staff meetings, including weekly BWC meetings
• Oversight of client chore schedule, client laundry schedule
• Perform administrative tasks
• Other delegated tasks as deemed necessary for the program

Qualifications:
• Understanding and sensitivity regarding work with homeless women and the related issues of addiction and mental illness
• Values commensurate with an interfaith community committed to providing inclusive services without regard to race, religion, physical or mental ability, or sexual orientation

REV: July 2014
Skills:
- Excellent written and verbal communication abilities
- Experience working with volunteers and consultants
- Strong cultural competence, including excellent communication ability with a diverse population
- Ability to multi-task and be adaptable in an ever-changing environment
- Knowledge of Microsoft Word and Excel

Hours of Work:
This is a full-time position requiring 40 hours a week. The primary shift will be 8am-4pm M-F, with occasional weekend and opening shift coverings.

Transportation:
No car necessary