CVOEO Financial Futures Program  
*Burlington, VT*

**Mission Statement:**
CVOEO addresses fundamental issues of economic, social, and racial justice and works with people to achieve economic independence.

**Internship Title:** Client support and story recorder

**On-site Supervisor/Co-educator:**
Name: Gillian Franks  
Title: Growing Money and IDA  
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**Additional Contact:**
Jim White 802-860-1417x112 jwhite@cvoeo.org

**Duties/Project Description:**
Learning how to be a supportive team member of an active multifaceted non-profit  
Travelling to other offices  
Advertising services  
Expand and complete the client story telling done by Shepherd intern Liz Sweeny  
A real plus: Improve staff effectiveness by teaching them work habits and introducing efficiencies through technology:  
- Templates in Word and Outlook  
- Effective group editing  
- Exporting to and utilizing data in Excel  
- Offering line training classes  
- Mass emailing  
- Group texting to support clients

**Qualifications:**
Willingness to follow directions  
Ability to think for self  
Desire to educate, instruct and inform  
Communication skills that encourage identifying and solving problems  
Office tech knowledge and ability to learn and transfer to new environments

**Orientation Plan:**
Attend all classes at Growing Money to learn and experience clients  
Job shadow all staff members  
Create self-evaluation

REV: July 2014
Supervision/Mentor Schedule:
Daily access co-teacher
Initial expectations prior to joining
Weekly updates
Final review

Non-English language requirement? No

Working Conditions:
Shared office, computer (old), supportive team,

Preparation: optional but helpful
*Nickel & Dimed* will give the intern a perspective on client’s lives
*Scarcity* will give them a sociological view
*Nudge* will give them a political view.

Is the organizational accessible via public transportation? YES

Does the internship require use of personal vehicle?
The office is on the bus route. Previous intern was able to purchase bicycle for $40 which eased her commute and widened her horizons.