Champlain Valley Office of Economic Opportunity (CVOEO)
Financial Futures Program
Burlington, Vermont

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

Internship Title: Success Story Research Intern

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

The final goal of this internship is to develop and submit at least 12 participant success stories with photographs, which, in the end, will be edited by the program director, for the purposes of sharing with funders, legislators and the public details of how the Financial Futures Program offers value to Vermont. The stories will be included (one by one) in our program’s monthly newsletters, in the agency’s annual report, in grant reports and proposals, and may possibly be published in other locations.

Outline of Responsibilities:
• Interview staff on program and clientele
• Obtain prospect names for stories
• Make appointments with clients
• Create questionnaire to take into the field
• Get written permission to use information and pictures
• Conduct interviews and take pictures
• Write drafts for initial review to be edited by program director
• Create final drafts based on edits

Qualifications:
List qualities and skill sets are you seeking

• People skills
• Interviewing skills
• Writing and editing skills
• Computer and phone skills

Is there a language requirement? If so, please specify the language and level of proficiency needed.

Only English. College level proficiency.

Working Conditions:
Office space, phone and computer will be provided

**On-site Supervisor/Mentor:**

Jim White, program director, [jwhite@cvoeo.org](mailto:jwhite@cvoeo.org), 802-860-1417 x 112, 255 So. Champlain St., Burlington, VT

**Additional contact:**
Gillian Franks, [gfranks@cvoeo.org](mailto:gfranks@cvoeo.org), 802-860-1417 x 113, 255 So. Champlain St., Burlington, VT

**Mentorship Plan:**
Outline your plan to orient and support the student, including having one-on-one meetings.

There will be at least a one week orientation to the agency, community partners and to the Financial Futures Program. The intern will be invited to sit in on staff meetings with participants, on classes we offer and other participant events. The intern will also be integrated into the staff team and attend all staff meetings. Formal ongoing mentoring meetings will be scheduled at least twice a week, but several staff will be in supportive roles and the mentor will usually have access to staff support on a daily basis, if needed.

**Preparation:**
List books, articles, etc. the intern should read prior to the summer.

NA

**Does the intern need to provide her own transportation?**
- Encouraged, but not required