



## Educational Programs Inspiring Communities, Inc.

### The H.E.A.R.T. Program

#### Summer Internship Opportunity

Educational Programs Inspiring Communities, Inc., a Houston-based 501(c)(3) non-profit organization is now conducting a search for a summer intern to work at The H.E.A.R.T. Program. This is a 10-week paid internship with a payrate of \$12.00 an hour. The intern will complete-at least, 37 hours per week totaling the opportunity to earn up to \$4,000 for both summer sessions. Intern Requirements and job description are listed below. Anyone interested in this position should email a resume to [omason@heartprogram.org](mailto:omason@heartprogram.org) to be considered.

#### Intern Requirements

Must currently be enrolled as a full-time undergraduate student and be returning to college as a full-time sophomore, Junior, Senior student in the fall semester following internship Full-time enrollment is defined as 12 or more credits in one semester. Family members of board and staff of H.E.A.R.T. are not eligible to be hired.

**Internship Opportunity:** Summer Internship Coordinator

**Duration :** Summer 2021 (June 1<sup>st</sup>-July 30<sup>th</sup>, 2021)

**Location:** This internship takes place both **Virtually** and **On-site** at the Houston Food Bank-where The H.E.A.R.T. Program's summer program is based.

The H.E.A.R.T. Program provides innovative education, job training and employment to individuals with intellectual and/or developmental disabilities (I/DD), who oftentimes lack the opportunity to experience gainful employment or to develop leadership and self-advocacy skills.

The H.E.A.R.T. Summer Internship Program provides individuals (Session One ages 14-22 and Session Two ages 16-22) an experience of having a summer job through hands-on training so they can gain job skills; the participating interns will also be introduced to the TCDD Youth Advocacy Training Curriculum, which teaches leadership development and self-advocacy. This curriculum covers a range of practical skills, such as decision-making, effective communication, law/rights, teamwork, and self-monitoring. These topics teach skills that individuals with I/DD need to become more empowered and independent.

We are currently seeking an intern to be a coordinator in our Summer Internship Program. Alongside the H.E.A.R.T. staff, you will assist with teaching the TCDD Youth Advocacy Training Curriculum virtually and on-site. You will provide administrative support, such as updating the curriculum files and maintaining participant's timesheets. In addition, you will learn and work on hands-on training activities with the interns. The goal of this internship is to help H.E.A.R.T. interns with I/DD to successfully complete their summer internship with a concrete resume so that they can build their work experiences for future job prospects. H.E.A.R.T. also plans to use the curriculum in years to come as the agency continues the work of providing job opportunities and educating self-growth and advocacy to many more individuals with special needs in the future. This is an endeavor that has the full support of our entire staff and board of directors who are excited and enthusiastic about this position.

**The Summer Internship Coordinator job duties include but are not limited to:**

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**Session One & Two:**

- Understand the learning objectives and terms of each topic in the curriculum.
  - Assist TCDD Youth Advocacy lessons.
  - Administer pre- and post-tests to the interns to demonstrate their progress.
  - Assist program recruitment and enrollment.
  - Assist instructor with curriculum modifications, where appropriate, to meet diverse interns' needs.
  - Collect feedback and update the curriculum with given changes.
  - Provide administrative support.
  - Participate in staff meetings of the agency.
  - Attend required training courses as needed to gain competencies for the internship.
  - Participate as a team member in carrying out organizational goals and activities.
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**Session One (Virtual/Zoom):**

- Assist with maintaining the e-learning information portal.
  - Prepare and lead individual and/or group tutoring sessions.
  - Record and catalog all Zoom sessions.
  - Assist with maintaining SIP Facebook page
  - Assist with creating and updating a curriculum resource binder.
  - Maintain accurate records of intern's progress, attendance, and credit hours.
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**Session Two (On-Site):**

- Learn and understand the steps of each hands-on training activity in the Food Bank project area.
- Supervise and lead a group of interns in an assigned hands-on training area by modeling for them the proper work skills and practices.
- Assist in enforcing the rules and protocols of the Food Bank, HEART, and COVID in training areas/classrooms.
- Research and create a step-by-step activity procedure binder for each of the assigned hands-on training areas.
- Record time logs for participants in each training area.
- Prepare and lead individual and/or group tutoring sessions.
- Assist with distributing, tracking, and reporting daily snacks and lunches provide by the Houston Food Bank (if available)

**DESIRED QUALIFICATIONS:**

- Interest and commitment to increase opportunities for people with Intellectual/Developmental Disabilities
- Coursework in Education, Business, Social Work, Psychology preferred.
- Able to lift up to 25 lbs.
- Able to work occasional weeknights, weekends, and/or holidays.
- Working knowledge of computer-including data-entry, internet research, and social media/communication platforms (i.e. Facebook and Zoom).
- Excellent written/verbal communication skills and superior organization/time management skills.
- Excellent attention to detail and superb ability to follow verbal/written directions.
- Excellent interpersonal communication skills.
- Resourceful, professional, collaborative, positive, adaptive, and must possess integrity.
- Eager to generate excitement about the programs and the mission.
- Possess a spirit of curiosity and a desire to learn where knowledge is limited.
- Must be team-oriented and cooperative.
- Must be able to pass a national criminal background check and drug & alcohol screening.
- Must have personal and reliable transportation.

*\*\*\*Before the internship can begin, each agency must obtain written enrollment verification from the college confirming the student's enrollment status. Student ID cards and/or phone calls are not sufficient documentation. Official enrollment verification will come from a university's registrar office. As a helpful tip, this documentation is the same paperwork that auto insurance companies require to confirm student driver enrollment.*