



## Women & Family Life Center Internship Application

Thank you for your interest in interning for Women & Family Life Center (W&FLC). W&FLC is a nonprofit located in Guilford, CT, serving women and families on the Connecticut Shoreline since 1991. W&FLC empowers women and their families to face challenges and transitions in their lives with strength and confidence.

Our team is committed to helping women, and families access the resources they need to reach their full potential. Our work is driven by the needs, concerns, and opinions of those we serve. We believe it is part of our duty to engage and advocate on issues impacting women and families in Connecticut. We are committed to improving access to safe and affordable housing, freedom from violence and harassment, economic security and success, and building a better community for women and families.

W&FLC is looking for interns throughout the year, fall, winter, spring, and summer. We have several different openings for interns at the bachelor and master levels. Areas of interest where internship positions are available are client and case management, development and funding, data and reporting, programs, policy, and operations.

Interns help to promote our mission by participating in a number of programs and activities. They are partnered with different staff and are assigned projects depending on their skills, interests, institutions requirements, and W&FLC priority activities. Available internships are unpaid and require a commitment of at least 10 hours per week.

Interns should have strong communication, writing, and computer skills and are expected to demonstrate general work-related skills such as punctuality, responsibility, and thoroughness.

We are seeking passionate and committed interns to help us fulfill our mission. If that is you, please fill out the intern application and email it along with your resume to [info@womenandfamilylife.org](mailto:info@womenandfamilylife.org)

We look forward to hearing from you and hope you become part of the W&FLC family!

A handwritten signature in black ink that reads "Jennifer Wenderoth-Holster".

Jennifer Wenderoth-Holster, MPA  
Executive Director  
Women & Family Life Center  
[JWHolster@womenandfamilylife.org](mailto:JWHolster@womenandfamilylife.org)

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**Applicant Information:**

|                    |  |
|--------------------|--|
| Name               |  |
| Birth month/day    |  |
| Street Address     |  |
| City, State, ZIP   |  |
| Cell Phone         |  |
| Do You Text        |  |
| Other Phone Number |  |
| E-Mail Address     |  |

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**Internship Information:****How long can you intern for?**

\_\_\_ At least 3 months      \_\_\_ At least 6 months      \_\_\_ At least 12 months  
\_\_\_ 3-6 months              \_\_\_ 6-12 months

Please indicate the times you are available each day. Please note that normal business hours are Monday-Friday from 9am-5pm:

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_  
Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_

**Which areas are you interested in? Check all that apply:**

- |   |   |
|---|---|
| Client and Case Management <input type="checkbox"/>       | Marketing and Social Media <input type="checkbox"/>         |
| Development and Fundraising <input type="checkbox"/>      | Event Planning <input type="checkbox"/>                     |
| Programing and Public Policy <input type="checkbox"/>     | Outreach and community partnership <input type="checkbox"/> |
| Information and Referral/Housing <input type="checkbox"/> | General Office Support <input type="checkbox"/>             |
| Research and Evaluation <input type="checkbox"/>          | Other (please specify): <input type="checkbox"/> _____      |

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**College/University Information:**

|  |  |
|--|--|
| What college/university are you attending?                       |  |
| What year are you?   |  |
| What degree are you working towards?                             |  |
| What is your major and minor?                                    |  |
| Does your W&FLC supervisor need a certain degree?                |  |
| How many hours is your internship for?                           |  |
| When are you looking to start your internship?                   |  |
| When are you looking to complete your internship?                |  |
| Who is your internship advisor at your school?                   |  |
| What is their contact information? Email and phone number needed |  |

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**Internship Questions:**

|                                       |  |
|---------------------------------------|--|
| How did you hear about W&FLC?         |  |
| Why do you want to Intern at W&FLC?   |  |
| What experiences do you hope to gain? |  |

|  |  |
|--|--|
| What made you choose interning with W&FLC?     |  |
| What are your career goals after you graduate? |  |

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**Special Skills and Qualifications**

|   |  |
|---|--|
| Please describe any experience you have in the following areas: client and counseling, development and fundraising, programing and public policy, housing referrals, research and evaluations, marketing and social media, event planning, outreach and community partnership, and general office work. |  |
| Do you speak any languages other than English? If so please list the languages and level of fluency   |  |
| Highlight relevant skills and qualifications you have acquired from employment, previous volunteer work, and/or through other activities, including hobbies or sports. Examples can include excellent client/customer service, strong written communications and computer software skills.              |  |
| If you do <u>not</u> have a resume, please list relevant work, school and/or intern experience here.  |  |

**Demographic Information (optional and for statistical purposes only):**

|                     |  |
|---------------------|--|
| Gender Identity     |  |
| Identify at LBGTQIA |  |
| Race/ethnicity      |  |
| Age                 |  |

W & FLC does not discriminate based on race, color, religion, national origin, gender or gender identity, sexual preference, age, disability or immigration status.

If I accept an intern position with Women & Family Life Center of Guilford Incorporated I hereby grant and authorize the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me during my internship to be used in and distributed to community and funding partners for any lawful promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason or such use.

I understand and agree that these materials shall become the property of Women & Family Life Center of Guilford Incorporated and will not be returned.

I hereby hold harmless and release Women & Family Life Center of Guilford Incorporated from all liability, petitions, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

Thank you for completing this application form and for your interest in interning with us!

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_