

Undergraduate Student Intern Description

Internship summary: Women & Family Life Center (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. Interns help to promote our mission by participating in several programs and activities. They are partnered with the Operations Manager and other staff as needed.

Duties and Responsibilities included but not limited to:

- Administrative work that includes answering phone calls, taking messages, assisting with visitors or walk-ins as needed, data entry, filing, and contacting participants for programs.
- Assistance with marketing and events which may include contacting donors, updating spreadsheets, passing out flyers, auction outreach, etc.
- Helping with fundraising events, as needed
- Assisting other staff with responsibilities as needed

Schedule:

- W&FLC is looking for interns throughout the year for the fall, winter, spring, and summer.
- Available internships are unpaid and require a commitment of at least 10 hours per week.
- Center hours are Monday-Friday 9am-4:30pm, opportunities for extra hours outside of these hours for events and fundraisers.

Qualifications/skills:

- Currently enrolled in an academic program at a college or university
- Strong communication and interpersonal skills
- Ability to work collaboratively with participants, families, and colleagues.
- Ability to maintain confidentiality and exercise discretion in sensitive situations.
- Strong organizational and time-management skills
- Computer proficiency required in Microsoft Office Applications (Word & Excel)
- Comfortability working with a client-relations management (CRM) database.
- Work or volunteer experience with adults and/or families preferred.

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