



## INTERNSHIP OPPORTUNITIES

Opening Doors offers immersive internship programs that enable volunteers to develop professional experience in the nonprofit sector and in the social service, business, assets development, communications, or grant writing fields. Internships are a 360-hour commitment, generally spread over a six-month, 15-hour-per-week time frame. Interns are a critical part of our staff, assuming many high-level responsibilities. Individuals have the opportunity to work directly with clients and are deeply involved in all programs. ODI interns enjoy the experience of participating within a vibrant and capable team while creating change in the lives of people who are striving to reach their dreams.

All internship inquiries can be directed to [info@openingdoorsinc.org](mailto:info@openingdoorsinc.org).

### **BUSINESS INTERN.**

Business Interns will focus their time on programs aimed at small business, microfinance and personal financial development. Candidates are expected to learn the basics of community outreach and spend time learning about microfinance and small business practices.

Business Interns will take part in assisting immigrants, refugees and underserved residents in gaining financial independence and succeeding in a challenging economy. Interns gain invaluable practical experience and skills in areas such as technical assistance, managing small business loans, financial literacy, database creation and event coordination. In addition, interns create important links with individuals in the Sacramento area business and nonprofit community and will also be exposed to numerous opportunities to strengthen language skills and further multicultural awareness.

#### Requirements:

- Ability to work in a professional environment
- Capable of working independently, self starter
- Excellent oral and written communication skills

#### Preferred:

- Bilingual (Russian, Spanish or Arabic preferred)
- Knowledge of small business practices

## **CASE MANAGEMENT INTERN.**

Case Management Interns have the opportunity to work with the Refugee Resettlement or Survivors of Human Trafficking program. Interns will gain case management skills as well as advocacy experience. Additionally, interns will learn to navigate the social welfare system and learn how to manage client cases. Interns create important links within the Sacramento community and will also be exposed to numerous opportunities to strengthen language skills and further multi-cultural awareness.

### Requirements:

- Excellent interpersonal skills
- Ability to work well independently or as part of a team
- Tactful, discrete and able to deal with confidential information

### Preferred:

- Bilingual (Arabic, Farsi or Russian preferred)
- Experience working with culturally diverse clients
- Ability to transport clients to and from appointments

## **COMMUNICATIONS INTERN.**

Working closely with the Deputy Director, Opening Doors' Communications Intern will play an integral role in developing and maintaining external organization communications. Interns will participate in strategic communications planning, writing and designing organizational materials, and coordinating and carrying out outreach projects. The Communications Intern will have the primary responsibility for maintaining the agency's website and social networking pages (including Facebook and Twitter). During the first three months, the intern will be mentored by the current Communications Intern, then s/he will assist with recruiting, interviewing and selecting a new intern before completion of the program.

### Requirements:

- Excellent written and oral communication skills
- Ability to work independently
- Excellent attention to detail
- An understanding or willingness to learn the basics of Dreamweaver

### Preferred:

- Experience in website development and e-newsletter publishing
- Experience with Adobe Creative Suite, especially Dreamweaver
- Graphic Design skills and experience

## **GRANT WRITING INTERN.**

Opening Doors' grant writing intern will have a key role in developing and maintaining the organization's development efforts. The intern will work closely with the deputy director and program staff, researching funding opportunities and potential funders, and developing grant proposals. The intern will also maintain agency records which track research on funders and the status of submitted proposals. Because effective grant writing demands a comprehensive grasp of program services the intern will focus on one of Opening Doors' three core programs.

During the first three months, the intern will be mentored by the current grant writing intern; then he or she will assist with recruiting, interviewing, and selecting a new grant writing intern. During their final three months the intern will mentor the new grant writing intern.

### Requirements:

Excellent written and oral communication skills

Ability to work independently

Comfortable working on teams in a fast-paced environment

High level of attention to details

Willingness to learn the basics of grant writing

### Preferred:

Training or experience in grant writing

## **VOLUNTEER MANAGEMENT INTERN.**

Volunteer Management Interns focus on outreach and management of office volunteers, building relations with local volunteers and fostering community outreach, organization and supervision skills. In addition, the Volunteer Management Interns may be involved with small scale event planning and will work with the Office Manager to coordinate volunteer activities.

### Requirements:

- Excellent interpersonal skills

- Sound judgement and decision making skills

- Highly organized with an ability to balance competing priorities

- Proficiency with MS Office (Word, Excel and PowerPoint, a plus)

### Preferred:

- Experience with community outreach initiatives

- Experience with event planning