

Intern Positions

Undergraduate/General Internships

Resident Support Interns are responsible for providing direct support to Eden House residents. This may involve driving or accompanying residents to appointments, meetings, or other events; planning and implementing resident activities; or supporting the clinical staff with programming needs. Interns may also support programming staff with administrative needs such as resident record filing, monitoring phone logs, or updating resident reports.

Development Interns will support the Executive Director in organizing and implementing fundraising and marketing campaigns. The intern will participate in all major campaign activities which includes information gathering and research, planning and implementation, creation of materials and messaging, and soliciting and communicating with vendors and donors. Interns may also carry out broader research projects or aid in grant writing.

Administrative Interns will support front office staff in ensuring office operations run smoothly. Interns will be tasked with activities such as database management, information gathering and research, organizational and project preparation, as well as as-needed filing, copying etc. Interns will also be responsible for tasks more sporadic in nature such as event support, various errands, and house organization.

Media and Outreach Interns are responsible for managing all social media and external media accounts and contacts associated with Eden House. Individual(s) will research and submit relevant and interesting articles related to Eden House, the population we serve, and the issues we address on social media outlets. Intern will also be responsible for contacting media sources with events or interviews to publish in various mediums. As needed, this intern will be tasked with updating and designing promotional materials for distribution, and for attending outreach events.