



Eden House, New Orleans

Applications for an Eden House Internship can be found at:

<http://www.edenhouseola.org/get-involved/intern/>

Candidates for all positions must have:

- Strong written and verbal communications skills
- Demonstrate maturity, professionalism, and empathy within the workspace
- Understanding and knowledge of, or interest in, violence against women and trauma
- All interns may be asked to do other tasks as needed

The Resident Support Intern is responsible for assisting the Program Staff with various resident needs. This may involve driving or accompanying residents to their various appointments and supporting them while there. Based on the residents' needs and interests, the Intern will also research and prepare possible activity calendars and create programming for the residents to participate in (wellness, healthy shopping/eating, gardening, etc). The Intern will help the program staff with administrative responsibilities, such as the weekly phone log, record filings, and reports.

The Development Intern will support the Executive Director in organizing and implementing a fundraising or marketing campaign. The Intern will participate in all major activities related to fundraising and marketing, including information gathering and research of potential funders and funding organizations, the creation of materials and messaging, organizing focus groups, soliciting donors, communicating with vendors and donors, and training interns.

The Administrative Intern is responsible for various administrative tasks that arise on a daily and weekly basis at Eden House. Some of these tasks include biweekly tour preparation and follow up, information gathering on guests, and general work in our database. Other tasks will be more sporadic in nature such as various project preparation, especially regarding conferences and/or speaking events as well as various errands. This position may also be responsible for some research projects and preparing reports on the results of those projects.

The Media and Outreach Intern is responsible for managing all social media and external media accounts and contacts associated with Eden House. Individual will be responsible for researching and posting relevant and interesting articles related to Eden House, the population we serve, and our mission on social media. 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 any brochures, fact sheets, reports, etc. for distribution to service providers, donors, and guests of Eden House. Intern may be responsible for attending outreach events at fairs or assisting our Executive Director at speaking events.

To apply, send a resume and completed application to info@edenhouseola.org