



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. The Intern will also 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, communicating with vendors and donors, and grant writing.

The Administrative Intern is responsible for various administrative tasks that arise on a daily and weekly basis at Eden House. Some of these tasks will be regular such as tour preparation and follow up (photocopying, video display, collecting tour cards, etc), receipt processing, and general work in our database. Other tasks will be more sporadic in nature such as various project preparation, donation sorting, and various errands.

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. 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.

The Social Enterprise Intern will support the Program Coordinator with various operations related to Especially Eden. The Intern may provide product and vendor research; provide marketing and branding support, particularly as it relates to social media; support operations development; and will assist in recording and reporting on the impact of the enterprise. The Intern may also develop and plan various job development activities.