



**EDEN HOUSE**  
New Orleans

# General Intern Application

Applicants must email this application and resume to [info@edenhousenola.org](mailto:info@edenhousenola.org)

Applicants are welcome to have a professor, supervisor, or mentor who can speak to their qualifications, work ethic, and character submit a professional letter of recommendation on their behalf by the application deadline to the same email as above.

Subject line of the email should be "Intern Recommendation- Name of Applicant"

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Local Address** \_\_\_\_\_

**Birth Date** \_\_\_\_\_ **Profession/Major** \_\_\_\_\_ **Years in NOLA** \_\_\_\_\_

**Expected Graduation (MM/YY)** \_\_\_\_\_ **Internship for course credit ( Y / N )**

**Applying for: Fall 2021** \_\_\_\_\_ **Spring 2022** \_\_\_\_\_ **Summer 2022** \_\_\_\_\_

## What is your availability?

(Please include specific hours between 9am-5pm. Note: Our expectation is ~10 hours/week over 3 days/week.)

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

## Internship Responsibilities that interest you:

- Administration
- Development
- Fundraising
- Resident Support
- Social Media
  - Please submit 3-5 examples of media content
- Social Enterprise
- Other (please specify)

\_\_\_\_\_

Do you have access to a car and would you be willing to use it for Eden House needs?

(Mileage will be reimbursed) **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

For Summer interns only: What are the dates you to which would be able to commit?

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_



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***Short Answer Questions:***

**Tell us a little bit about yourself (besides what we can see from your resume).**

**Why are you interested in interning with Eden House and what do you hope to learn here?**

**How do you see an internship at Eden House connected to your course of study or your professional development?**

**List any skills you possess that you hope to utilize while working with Eden House.**

**List any experiences or course work you have that would be relevant to working with Eden House.**



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To help us better assess your strengths, please rate your comfort level with the following circumstances using the scale below.

**Note: low scores are not always seen negatively**

**1-I avoid this 2- I only do this when forced 3- Whatever 4-I enjoy this 5- I was born to do this**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Working with people from a different background other than your own?					
Initiating conversation with a stranger?					
Presenting and/or public speaking?					
Gardening Activities					
Organizing Activities/ home maintenance					
Expressing thoughts or opinions about programs to program leader					
Expressing thoughts or opinions about administrative processes to administrator					