



Vision House Internship Program

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for families experiencing homelessness. Mission: Our mission is to follow our Lord and Savior Jesus Christ in working with the poor and homeless to promote a positive transformation of their lives.

Vision: Our vision is to inspire our community to unite so that all people have access to a healthy home.

DESCRIPTION OF INTERNSHIP PROGRAM

Purpose: The Vision House internship program is to provide young adults with a hands-on ministry experience in the non-profit, human services field. Our program is designed to develop and equip emerging Christian leaders through a process of inquiry, feedback and growth with an emphasis on servant leadership, vocation, calling and mission.

Description: 12 month Full time Internship (40 hours per week) beginning June 1, 2018

- **Opportunity for mentoring:** The emphasis on mentoring conversations will be on identifying an intern's current strengths and weaknesses to learn how to use these to promote success.
- **Model for learning:** An added component to an intern's work assignment will be a rotation through each major program area at Vision House: family services, fundraising, human resources, accounting, child care, resale and facilities and maintenance.
- **Conversations concerning Vocation, Calling and Giftedness:** Each intern will engage in an ongoing process of reflection with their mentor. As a group, interns will explore personal strengths using the Gallup Strengths Finder assessment.
- **Significant Ministry in the organization:** Genuine conversions followed by a commitment to cooperate with God are loving transformation of ourselves and others with a call to action.
- **Opportunity to integrate with a larger movement of emerging leaders:** Opportunity to visit other social service partners in the community and will be invited to attend networking and/or committee meetings with Vision House staff in their respective areas of service (homelessness, fundraising, human resources, etc.)

RATE AND BENEFITS

Stipend: \$1,239.33 monthly

Benefits: Paid Sick Leave, Paid Holidays

CONTACTS:

For questions regarding internship

Sarah ButlerWills, Family Services Director: sarahb@vision-house.org, Tel: 425-228-6356

To request an application form or questions

Noreen Graham, HR Coordinator: noreeng@vision-house.org, Tel; 425-228-6356

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INTERN RESPONSIBILITIES

- Engage with specific department under “job description” to accomplish tasks described.
- Complete an internship portfolio.
- Engage with each department managers at Vision House for an understanding of their impact on the mission. Monthly round table discussions around current issues in seeking home stability, non-profit work, donor relations and fund raising, local community agencies serving our population, racial and economic equity awareness and leadership development.
- Bi-weekly discussions with an assigned mentor, weekly supervision.
- Attend Murdock Trust *Vision & Call Internship* Retreats: Oct. 5-7, additional dates TBD.
- Attend all staff retreat and leadership training – Global Leadership Summit.

INTERN SELECTION PROCESS

Selection will be based on the following:

- Demonstrated interest in impacting the greater good and the Kingdom of God.
- An interest in an internship that utilizes a relational, inquiry-based model, focusing on self-awareness, spiritual reflection and personal growth.
- Demonstrated character traits of integrity, perseverance, curiosity and collaboration .
- Content and quality of applicant's Statement of Purpose.
- Quality of fit with Vision House expectations and opportunities.
- An ability to act with integrity and uphold professional standards at all times .

Qualifications:

- Ability to effectively work independently or as part of a team.
- Demonstrate good listening and interactive communication skills.
- Personal characteristics: approachable, empathetic, flexible, discerning.
- Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.
- Ability to pass background check.
- Ability to sign our Statement of Faith.

POSITIONS

Family Services Program

- 1. Youth and Family Advocacy, Entry and Case Management - Shoreline, WA
 - 2. Alumni Services and Entry Coordination – Renton, WA
 - 3. Youth and Family Advocate and Curriculum Development – Renton, WA
4. Administration, Resale, Child Care, Human Resources - Renton