

Heroes Unite Internship Program

Gain valuable professional work experience and training

MISSION:

Heroes Unite upholds the rights of any and all youth populations to participate in a safe, nurturing environment utilizing the disciplines of art and culture as the foundation for a holistic education. We understand the empowerment of artistic, cultural and academic engagement enriches the internal character, forging capable, conscious leaders for our future society. We incite careers in the arts, promote employment to qualified teenagers, engage parental involvement, volunteerism, leadership and provide opportunities for families and the community to experience the benefits of culturally diverse artistic studies. We aim to strengthen at risk children & their families & foster protective factors against substance abuse, delinquency, anti-social behaviors, low self-esteem & violence through unique programming & best practices.

INTERNSHIP:

An internship at Heroes Unite offers students the opportunity to participate in working with the Executive Director to promote youth empowerment services and programs in achieving our mission. Internships offer a meaningful component in a comprehensive program of non-profit organization.

TIME COMMITMENT:

Heroes Unite will make every effort to afford the intern the greatest possible flexibility in scheduling internship hours from Monday – Friday, 9:00 a.m. – 6:00 p.m. In and out of office assignments are available. The time commitment may vary according to the intern's arrangement and request. Some positions require attendance at meetings and special events and occasional evening and weekend hours. Once a working schedule is set punctuality and adherence to the internship hours and schedule is expected.

THE PROGRAM:

If interns wish to receive academic credit for an internship, it will be the intern's responsibility to make arrangements with his or her school. Heroes Unite will provide the necessary job description and performance review upon request. Each intern will be required to provide a weekly report of tasks and projects completed for each week and a written evaluation of his or her program upon its completion. Interns receive no pay. However, interns may be qualified to receive letters of recommendation to potential future employers, volunteer and staff recognition, and resumes with the endorsement of board members once the internship is complete. Most interns will not only enhance or gain specific skill development in their area of interest, but will also enhance their management, communication, and leadership skills.

PRIMARY DUTIES:

Assist with projects related to programs and education. Activities vary based on the time-frame; year-round tasks include assisting with public relations, community events, data input, educational outreach, research, recruitment, volunteer management, media relations, survey compilation and general office duties.

QUALIFICATIONS:

Interest in youth services with a focus on inclusion of special populations. Proficient in writing, public speaking, fund raising, organizational and customer service skills, media and public relations and basic computer knowledge. Detail-oriented, self-motivated and the ability

to work independently and with a team. Ability to work on several projects at once. Knowledge of Dade County school system bureaucracy. All internships are unpaid. All candidates should be enrolled at a college or university, exhibit strong organizational skills, good customer service skills and show enthusiasm. Interns must have reliable transportation.

Internship Application

Internship Application

Name: _____

Address: _____

Phone: Day (____) _____ Evening (____) _____

School: _____ Expected Graduation Date & Degree: _____

Major/Minor: _____

Receiving School Credit for Internship: ____ Yes ____ No

Period of internship: ____ Winter ____ Summer ____ Spring ____ Fall ____ Year

Availability: ____ Mornings ____ Afternoons # hrs/wk?: _____

Briefly describe your skills and experience:

Please list any special skills or knowledge and/or resources that you might have.

What are your career and academic goals?

What are your goals and expectations for an internship at Heroes Unite

What special qualities do you feel you will bring to this internship?

Signature:

_____ Date: _____

Please attach a résumé and two references to this form. Return your application to Heroes Unite, Executive Director Alice Billman, 1330 NE 125th Street, North Miami, FL 33161 or info@heroesunite.org