



## Fellowship Square

**Organization:** Fellowship Square Foundation

**Position Title:** Intern, Resident Programs

**Status:** Part-Time

**Hours Details:** Flexible Hours, between 12-20 hours/week

**Pay Details:** Unpaid position; college credit and limited stipend may be available

**Location:** Reston, VA

**Supervisor:** Executive Director

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual to support our program activities for residents. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, program development and assessment.

### **Responsibilities:**

- Assist in planning and coordinating resident programs and events
- Create and conduct resident surveys, questionnaires, focus groups as needed; compile results and deliver reports on outcomes
- Test new ideas for resident engagement
- Capture pictures and video testimonials from residents
- Compile/maintain family contact information; assist with family outreach and updates
- Research local groups that can provide pro bono translation services
- Compile resident data from Resident Service Coordinator HUD reports to develop aggregated data reports for Fellowship Square services
- Maintain resident activities report
- Assist with tracking resident participation in Fellowship House programs and events
- Assist with all Fellowship Square and community outreach events

### **Qualifications:**

- Display a can-do attitude and provide excellent customer service
- Adept personal computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress, Survey Monkey (or similar online survey tool) and Adobe Photoshop a plus
- Communicate clearly and effectively through writing and speaking

### **Expectations:**

The intern will be expected to keep a consistent, though flexible, schedule. The intern may be asked to attend off-site meetings so transportation is important. The intern should be able to successfully communicate with people from various backgrounds and cultures. Organizational, interpersonal, verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgement are important skills.

### **To Apply:**

Send cover letter and resume to [info@fellowshipsquare.org](mailto:info@fellowshipsquare.org).