



Intern Job Description: Data and Program Intern

Responsible to: Director of Clubhouse & Volunteer Services, Data and Program Coordinator, Data and Outcomes Manager

Organizational Overview: Kate's Club is a leading Atlanta area nonprofit organization that empowers children and teens facing life after the death of a parent or sibling. By creating friendships with kids and young adults that share the experience, Kate's Club guides children through their grief journey in a comfortable, safe, and uplifting setting. See katesclub.org for more information.

Internship Guidelines: Kate's Club is currently seeking a program intern. Interns can be undergraduate or graduate students. Interns can work toward course credit. No financial compensation is available. Specific internship period, hours and work agreements are negotiable; at least 24 hours a week of in-office availability is preferred. Full time internship candidates will be given priority. Programs take place twice a month, on one Saturday and one Sunday each month, from 9am-5pm. Interns are expected to be available at all weekend and evening programs.

Candidates should have a passion for Kate's Club's mission and the ability to play an integral role in advancing the organization's efforts to reach the estimated 70,000 children and teens in the metro Atlanta area facing life after the death of a parent or sibling. Interns will serve as members of a small staff team and be supervised directly by Kate's Club's program staff. Interns have the opportunity to gain significant professional experience, playing a lead role in the design and implementation of critical projects, and gaining exposure to every aspect of a dynamic and growing organization.

Duties and Responsibilities:

- Assist data and outcomes manager in collecting, managing, and analyzing data sets
- Research program evaluation best practices for small non-profit organizations
- Create reports to portray findings and other data in a clear and concise manner
- Assist in maintaining and assure the accuracy and consistency of data integrity.
- Assist the program manager and director with preparation of materials and activity supplies
- Research and develop therapeutic and recreational activities for children of all ages
- Assist with shopping for supplies and food for programs
- Coordinate program logistics – snacks, meals, check in and check out, volunteers, etc.
- Work directly with the children during program days, leading groups when comfortable
- Support volunteers as needed on program days.

Qualifications:

1. A background and career path in counseling, child life, social work, or psychology is ideal
2. Demonstrated interest in and comfort with working with children is required
3. Open to discussions of grief and death with children
4. Creative and resourceful, efficient and technologically competent
5. Must learn quickly, thrive in an environment with competing demands and quickly changing priorities, and be able to thrive in an environment where team members are given general direction and expected to figure out the details
6. Must be an excellent writer, able to consistently and effectively communicate Kate's Club's mission
7. Extremely detail-oriented and organized, professional, consistent, reliable, proactive
8. Strong interpersonal and communication skills
9. Effective analytical and problem-solving skills.

Application Process:

To apply, submit the following to info@katesclub.org:

Resume & a cover letter, no more than 2 pages in length that includes:

- a. The start and end date of the period that you are available to work
- b. Your available number of hours per week and preferred schedule
- c. A narrative description of your relevant skills and experience
- d. Will you be working for credit towards a degree or certification program?