**INTERNSHIP JOB DESCRIPTION**

**ABOUT D.A.D.S.**

D.A.D.S was founded in 1999 by Marvin and Jeanett Charles to address the 100 billion a year societal problem of fatherlessness and its devastating consequences. As an urban, community-based 501(c) (3) nonprofit organization, D.A.D.S mission is: “To give fathers hope by walking together in supportive community, helping navigate relational and legal barriers which separate them from their children and families.

**SPECIFIC RESPONSIBILITIES:**

* Apprenticing in DADS 5 Level Systems Navigation Model
  + Client Engagement & Intake Process
  + Legal & Physical Barriers- Parenting Plan Assistance & Basic Needs
  + Relational Barriers & Parenting Education
  + Giving Back through Service
  + Community & Spiritual Support
* Regular Mentorship & Development Meetings
  + Regular check-in Meetings with Internship Supervisor
  + Regular Time with DADS CEO and COO
  + Monthly Meeting with Key Partners and stake holders of DADS in Human Services, Judicial System, Legal System, Prison Reentry, Non-Profit & Business Leadership
  + Cohort Team Meetings and Devotional
  + Keep a journal of experiences and personal reflections
  + Attending Vision and Call Intern Retreat
* Skill Based Projects- (Tailored to skills, interests and experience of intern)
  + Examples could include:

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| Podcast or Video recording, editing, production, etc. | Website Management |
| Event Planning | Social Media Engagement |
| Grant Writing | Quality Improvement |
| Data Management, Reporting and/or Analysis | Blogging or writing an article |
| Donor database management &/or engagement | Connecting with Partner Organizations |
| Data Management and/or Analysis | Youth Mentoring |
| Policy Change or Advocacy | Thesis or educational research |

* Supporting Operational Needs of the DADS Organization as needed and assigned

**QUALIFACATIONS:**

* Explore a career in social services or non-profit sector
* Willingness to learn-by-doing and listen to constructive feedback (‘teachable’)
* Passion for reuniting families, especially fathers with their children
* Interest in working with marginalized populations
* Values a multicultural work environment

**BONUS QUALIFACATIONS:**

* I.T. knowledge and / or experience
* Bi-lingual / Spanish speaking
* Podcast / video editing
* Social media experience
* Experience working with fathers or social services
* Interest in working in the drug addiction treatment and recovery community
* Interest in re-entry advocacy and / or direct work experience
* Experience or education in non-profit or social services

**INTERNSHIP DETAILS:**

This position is paid a stipend for 30 hours per week at the rate of $15.00 per hour, however, the internship will provide excellent training for anyone considering a future in the social service arena. We request a minimum of 30 hours per week. Scheduling is somewhat flexible and could include an occasional Saturday.

**TO APPLY:**

Go to the D.A.D.S website to apply: [www.aboutdads.org/internship](http://www.aboutdads.org/internship)