NOTE:

1. Internships are available to students who at the time their internship begins, have completed 60 hours of course work (in other words, you can apply IF you will have 60 completed hours by the end of the Fall 2015 semester).
2. There is no minimum GPA for internships, unless noted in the ad. Please read carefully.
3. You are permitted to complete a total of 2 internships (6 hours) to count towards graduation.
4. You may apply to two (2) internships only. If you are unsuccessful with your first two choices, Dr. Shields will permit you to apply to any open internships.
5. If you are selected, you must contact Dr. Shields with your student ID number and he will enroll you.
6. By applying for an internship, you are also committing to enrolling in CMJS or SOCI Internship 4003 if you are selected for an internship. If you do not intend to enroll in the internship class you MAY NOT apply for an internship through this program.
7. This is a three hour class. Yes, you will pay tuition for the class.
8. If you have questions, you MUST speak to Dr. Shields before applying.

Community and Family Institute in Fulbright College

The Community and Family Institute (CFI) is currently looking for a student to help conduct research on a number of ongoing community projects, including the 2015 Northwest Arkansas Homeless Needs Assessment and the Springdale High School Nutrition and Health Survey. Duties may include literature search, data coding, data entry, document collection, or data cleaning. One position is currently available. The CFI will provide training. 3.0 GPA or higher preferred, SPSS experience a plus, Sociology Major preferred.

How to apply
• Send an electronic version of your resume to cshield@uark.edu

DEADLINE TO APPLY – November 13, 2015, 4pm.

court Appointed Special Advocates for Children (CASA) (Unpaid)

CASA works with children by paring them with advocates who look after the child’s best interests when there are problems in the home. CASA operates like many not-for-profit organizations, relying on volunteer work and fundraisers. It would a good opportunity for anyone considering a career path that involves making the world better for children, as you will get first hand experience in learning how these organizations operate and the obstacles they face.

How to apply:
• Send an electronic version of your resume to cshield@uark.edu

DEADLINE TO APPLY – November 13, 2015, 4pm.
**Washington County Juvenile Court**  
(unpaid)

While this position is cross listed as a criminal justice internship, interns get the chance to work with juveniles and their families while they navigate the criminal justice system, providing learning and experience that is as sociological as it is criminological.

How to apply:

- send an electronic version of your resume to cshield@uark.edu

**DEADLINE TO APPLY – November 13, 2015, 4pm.**

**Northwest Arkansas Rape Crisis Center**  
(unpaid)

Northwest Arkansas Rape Crisis, Inc. is a non-profit agency which focuses on the critical issues of sexual assault by assisting those affected; promoting community awareness and understanding; and serving as a catalyst for social change. The rape crisis center offers many services to the community, primarily in the areas of Victim Services and Education/Prevention. All of their services are provided free of charge, in English and Spanish. The NWA RCC serves the tri-county area of Northwest Arkansas: Benton, Madison and Washington Counties.

How to apply:

- send an electronic version of your resume to cshield@uark.edu

**DEADLINE TO APPLY – November 13, 2015, 4pm.**

They are also looking for a Bilingual Coordinator. If you’re fluent in Spanish and English, please note in your resume.
Cobblestone Project Internship

The dream of the Cobblestone Project is to work towards “A Community Without Need.” The strategy to take these ideas and turn them into action will be approached by 1) Identifying Issues of Social Justice, 2) Connecting Needs with Willing Resources, 3) Fulfilling Needs with Sustainable Solutions. The dream or vision of the Cobblestone Project is likely considered unachievable. However, when the concepts of community are redefined to expose and frame the true needs of our neighbors, change is the only natural response.

We currently have 7 initiatives that focus on issues of need in our community. The Farm, OurStep Program, Laundry Love Project, 3 Bags in 2 Days, Help Portrait, 30 Days for Change, and Shear Kindness. Your responsibility would be to familiarize yourself with each of these initiatives, and aid in setting up an evaluation/measurement process for them.

There is also opportunity for helping in reframing and re-launching the OurStep Program. You will be working directly with the Program Coordinator, and Director to help build new programs and create structure around the current model.

Another opportunity will be to work with The Farm team. The Farm was created to use sustainable agriculture to help the under-resourced in our area. By being part of The Farm team you will be responsible for working on specific ways to advance our four pillars: Economic Development, Education, Hunger Relief, and Community.

Other duties will include:

- Creating evaluation processes
- Development of new programs within current initiatives
- Event support
- Research
- Volunteer interaction

Operations Director: Katelyn Graves

DEADLINE TO APPLY – November 13, 2015, 4pm.

Please send resume to cshield@uark.edu
Volunteer Coordinator
Intern Position Description

Habitat for Humanity: Through faith in action, Habitat for Humanity of Washington County partners with families and engages our community to end the cycle of poverty housing, transforming neighborhoods, and providing a path to ownership of decent, affordable housing.

Job Description: The Volunteer Coordinator will work with the Habitat for Humanity (HFH) staff to identify, recruit, orient, utilize, retain, and recognize volunteers in order to carry out the ministry of HFH.

Responsibilities:
1. Coordinate and communicate with site supervisors for construction volunteers.
   a. Must be available to work Saturday mornings as the site coordinator.
   b. Must work a minimum of 2 hours each week in the ReStore (Time can be determined based on class schedule)
2. Ensure that a process exists for obtaining feedback from volunteers and site supervisors.
3. Identify new sources of volunteers.
4. Attend committee meetings and work with various committees as needed.

Helpful Qualifications:
1. Understand the Habitat for Humanity philosophy and the desire to promote it.
2. Have good people skills and be a clear communicator.
3. Be comfortable speaking to small and larger groups of people about the HFH mission.
4. Be organized and proactive.

DEADLINE TO APPLY – November 13, 2015, 4pm.

Email resume to cshield@uark.edu
Northwest Arkansas Women’s Shelter
Job Description – Nonprofit Administration (Outreach) Intern

Job Title: Outreach Intern
Compensation: Unpaid

Time Commitment: Minimum of 120 hours total over the course of a single term; preferred regular schedule with a minimum of 12 hours per week. This position requires at least one weekday of availability during business hours.

If you are interested in an internship position, please contact Rose Stanton at rstanton@nwaws.org for more information.

Qualifications:

• Commitment to the mission, policies and core values of the NWA Women’s Shelter.
• Desire to learn and cultivate a knowledge base regarding nonprofit community outreach, volunteer recruitment, and donor interaction.
• Excellent verbal and written communication skills.
• Able to utilize computer programs independently and with proficiency.
• Able to work independently and exercise personal autonomy.
• Professional appearance and attitude.
• Currently enrolled in higher education academic program. Junior Status or higher (exceptions for interested sophomores made in exceptional cases).
• No prior felony convictions. Background checks will be conducted.

Job Description:

Provide administrative assistance to the Outreach Director of the Northwest Arkansas Women’s Shelter. Responsibilities include responding to donor requests, coordinating retrieval of donations, picking up donations, responding to volunteer inquiries, assisting with event planning, and attending community outreach events on behalf of the organization.

• Follow up with donor requests.
• Pick up donations.
• Outreach to community partners.
• Attend career fairs/volunteer fairs.
• Returning email from prospective volunteers.
• Maintain/update volunteer recruitment sites.
• Data entry of donor information.
• All other duties as assigned.

DEADLINE TO APPLY – November 13, 2015, 4pm.

Email resume to cshield@uark.edu
Northwest Arkansas Women’s Shelter
Job Description – Advocate Intern

Job Title: Advocate Intern
Direct Supervisor: Primary Advocate(s)
Program Supervisor: Director of Outreach
Compensation: Unpaid

Time Commitment: Minimum of 120 hours total over the course of a single term; preferred regular schedule with a minimum of 12 hours per week.

Qualifications:
• Commitment to the mission, policies and core values of the NWA Women’s Shelter.
• Desire to learn and cultivate a knowledge base regarding crisis response and support services.
• Able to provide advocacy and compassionate support to victims of domestic violence.
• Able to communicate effectively with staff, clients, and community donors through a variety of mediums.
• Able to utilize computer programs independently and with proficiency.
• Able to work independently and exercise personal autonomy.
• Able to present self professionally and demonstrate customer service skills.
• Currently enrolled in higher education academic program. Junior Status or higher (exceptions for interested sophomores made in exceptional cases).
• No prior felony convictions. Background checks will be conducted.

Job Description:
Overall, the Advocate Intern is responsible for internalizing the NWAWS mission and modeling healthy relationships to residents in the shelter and the community, facilitating advocacy and basic support services to victims of domestic violence in shelter and via the crisis hotline, and fostering a supportive and safe environment for all clients and children currently living in shelter as a result of domestic violence.

• Provide support and basis advocacy for victims of domestic violence in shelter and via crisis hotline.
• Document interactions with victims of domestic violence as set forth by agency policy.
• Provide transportation for victims of domestic violence to appointments in the community.
• Secure needed goods and services for victims of domestic violence in shelter.
• Assist in maintenance of federal grant records for transportation logs and volunteer hours.
• Work with community resources and other nonprofits to assist clients in the transition from the shelter into the community.
• Attend meetings and trainings with other interns and staff members.
• Data entry of client records and information.
• All other duties as assigned.

DEADLINE TO APPLY – November 13, 2015, 4pm.

Email resume to cshield@uark.edu
Northwest Arkansas Women's Shelter

Job Description – Nonprofit Administration (Development) Intern

Job Title: Nonprofit Development Intern
Compensation: Unpaid
Time Commitment: Minimum of 120 hours total over the course of a single term; preferred regular schedule with a minimum of 12 hours per week. This position requires at least one weekday of availability during business hours.

If you are interested in an internship position, please contact Rose Stanton at rstanton@nwaws.org for more information.

Qualifications:
• Commitment to the mission, policies and core values of the NWA Women’s Shelter.
• Desire to learn and cultivate a knowledge base regarding nonprofit fundraising and development.
• Able to communicate effectively with staff, clients, and community donors through a variety of mediums.
• Proficiency in Microsoft Word and Excel.
• Able to work independently and exercise personal autonomy.
• Professional appearance and attitude.
• Currently enrolled in higher education academic program. Junior status or higher (exceptions for interested sophomores made in exceptional cases).
• No prior felony convictions. Background checks will be conducted.

Job Description:
Provide administrative assistance to the Development Director of the Northwest Arkansas Women’s Shelter. Responsibilities include gift processing and reconciliation, donor acknowledgment letters, collecting RSVPs, filing, mailings, donor calls, database projects and other special projects.

• Maintain website – respond to comments, add new content, delete old content.
• Research features of NWAWS databases to ensure maximum functionality.
• Data entry for gifts given to NWAWS.
• Stewardship processing for gifts given to NWAWS.
• Assist with research and reporting for grant applications.
• Assist with online marketing, logistics, and follow up for NWAWS events (specific event(s) dependent upon term of internship).
• All other duties as assigned.

DEADLINE TO APPLY – November 13, 2015, 4pm.

Email resume to cshield@uark.edu
Pure Charity Internship

Pure Charity is a collaborative, social, and personal giving platform built to inspire and encourage a movement of generosity where everyone can engage and make a difference. Pure Charity connects people, businesses, and nonprofit organizations to do good and scale social impact...together.

We are looking for an energetic and capable student who is passionate about working to help identify, monitor, and evaluate direct impact projects of nonprofits working on some the world’s largest social issues.

Internship Duties:

Develop guidelines for the selection of Pure Charity Nonprofit Partners.
• Develop evaluation tools to determine the effectiveness of direct impact projects to address issues related to Pure Charity’s Cause Categories:
  Food – eradicate extreme hunger and improve basic nutrition.
  Freedom – end slavery/human trafficking, promote gender equality and reduce violence.
  Health – provide access to basic health care, combat disease, treat those impacted by disease or injury.
  Opportunity – eradicate extreme poverty, care for orphans/vulnerable and education.
  Water – provide access to safe clean drinking water and basic sanitation.
  Relief – respond to emergency relief efforts from natural disasters, war, and famine.
• Develop evaluation tools to monitor engagement of Pure Charity’s key consumer profiles to Pure Charity’s Cause Categories in the US and Internationally.
• Miscellaneous Research of US Nonprofits, Social Issues, and Community Engagement.

Requirements:
• Excellent interpersonal skills with the ability to work independently.
• Strong verbal and written communication skills.
• Demonstrated ability to take initiative and manage time well; handling assigned tasks with good decision making skills.
• Ability to use good judgment and discretion when handling sensitive information.
• Candidates with experience working with nonprofit organizations, fundraising, or with demonstrated leadership in mobilizing others to engage in social causes will be highly favorable.
• Degree Program in Sociology, Social Service, or Marketing.

Apply - cshield@uark.edu. DEADLINE TO APPLY – November 13, 2015, 4pm.
UAMS – Research
Position Summary

UAMS is seeking Spanish-speaking intern applicants from diverse career fields/majors. The role offers an exciting opportunity to positively impact public health in NWA. This is an excellent opportunity for undergraduate or graduate students interested in gaining experience in medical research, social research, and/or public health. This is a non-paid position, with flexible hours, from April 2015-May 2016. Interns will work directly with UAMS CDC Program Director performing general office duties and assisting with community-based research objectives.

How to Apply
Please read the job description below and send a brief CV and one-page cover letter explaining why you meet the criteria to: cshield@uark.edu, clearly stating “Research Intern” in the subject line.

Essential Duties and Responsibilities
• The Research Intern will provide support to the UAMS research team in the following areas:
• Performing Translations – both in person and written
• Facilitating Community Based Participatory Research (CBPR) Projects – such as Medical Screenings and Survey Research
• Conducting Internet Research and Literature Reviews
• Collecting and Coding Data
• Assisting with Grant and Publication Writing
• Managing Database
• Coordinating Events
• Performing General Administrative and Office Duties
• Providing General Logistical/Organizational Support to UAMS Research Team as Required

Qualifications and Experience Required
Bilingual English/Spanish
Microsoft Office
Strong Verbal and Written Communication Skills

DEADLINE TO APPLY – November 13, 2015, 4pm.

Send electronic Resume to Dr. Shields.
Outreach Assistant
Intern Position Description

Personal Qualities:
This internship is designed to help you learn the skills necessary for working in the non-profit environment. This position will require being a self-starter, have awareness, attention to details and take initiative. The majority of time, this position will be within a specific area of 7hills Homeless Center (GO7) with some time spent as needed in other areas as assigned.

Requirements:
This internship will be a minimum of 20 hours a week. Friday will not be a workday unless extenuating circumstances arise. Saturday will be a workday for the GO7 events. In addition you can take equal time for personal use during the week to make up for the Saturday work.

Purpose:
The main responsibility is to learn and take ownership for the GO7 events. Your contribution will help lead the GO7 program while bringing support from within 7hills Homeless Center organization as a whole. As part of a team you will help develop and grow this program making sure it falls within the mission of: “Fighting Homelessness and Poverty with Education, Opportunities, and Hope.”

Duties:
• Logistics of each GO7 outreach event:
  o Compile the weekly food bank order (to be submitted no later than 10am on Thursday) and the monthly food bank report.
  o Over see the upkeep and inventory of the storage unit on a weekly basis.
  o Maintain the VolunteerHub website with up to date information on volunteer opportunities, locations and other details as necessary.
  o Follow up with individual contacts for events for collaboration meetings. (i.e. contacts for left over items)
  o Ensure truck maintenance is performed weekly. Including but not limited to fuel, cleanliness, and any mechanical issues that arise that need to be addressed by a professional mechanic
  o Ensure GO7 trailer is cleaned out and orderly each week prior to outreach.
• Administration of each GO7 outreach event:
  o Maintain intake form from start to finish, ensuring there are enough copies for each outreach, data entry from each outreach is necessary and the hard copies are filed away.
  o Create one-page fact sheets on each city GO7 works in or is considering expanding to.
  o Shadow the program case manager with some casework as available/needed
• Support for 7hills organization as a whole:
  o Shadow other caseworkers as available/desired.
  o Assist Brand Manager as needed with social media and other events as needed.
  o Assist as needed and available for other programs and events.
  o Realize we are part of a team to protect the brand and message of the organization.
  o Understand that all programs are equally important to the mission of 7hills.
  o Other duties as assigned

DEADLINE TO APPLY – November 13, 2015, 4pm.

Please email a copy of your resume to cshield@uark.edu, with the words “7hills” in the body of the message.