

## **EDUCATIONAL UNPAID INTERNSHIP PROGRAM**

**Volunteers of America Chesapeake and Carolinas (VOACC)**, is an affiliate of Volunteers of America National (VOAN), who provides health and human services in MD, DC, VA, SC and NC.

VOACC is a Christian Church without walls and as a faith-based organization, VOACC serves the most vulnerable individuals and their families in our communities. VOACC provides a unique learning opportunity for individuals interested in careers in the administrative arena. With the various program below, each intern experience includes, 1:1 mentorship, career mapping and resume support.

VOACC leads in how it creates an ideal learning experience for non-clinical interns seeking to develop their skills in any one of these administrative areas. There are limited seats per semester, please visit our website and learn more about us.

### **Ministry Internship Overview**

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Ministry Intern, will learn from and be supervised by the Carolinas Chaplain and Vice President of the Carolinas Territory. During the course of the internship, the intern will experience a wide range of functions in areas of communications, marketing strategies, connecting with external and internal stakeholders, creating and executing engagement and event planning. Social media strategies and community relations will be additional learning opportunities.

Click here to apply: [Apply Now](#)

### **Clinical Internship Overview**

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The intern will learn at one of our clinical internship sites either in MD, DC, VA, SC or NC under the direct supervision of a clinical intern supervisor, that is licensed and eligible to provide clinical supervision. In addition, the internship experience will be supported by ongoing skills coaching through our Department of Organizational Excellence. The clinical intern supports the clinical team in terms of service deliver and other functions and responsibilities. This participant will obtain real-world experience in direct and indirect service models compliant to the interns' professional board and/or educational institutional requirements. All clinical interns must provide documentation of professional board and/or educational internship requirements prior to on-boarding as an intern within VOACC. VOACC's clinical internship program includes individuals seeking social work, counseling, peer recovery, and other related internships.

Click here to apply: [Apply Now](#)

- **Epidemiology Clinical Internship Research and Evaluation Overview (OE)**

The Organizational Excellence Intern, will learn from the Assistant Director of Quality Assurance and obtain key hands-on experience with research and data analytics, quality assurance, and program evaluation. To be successful within the internship, candidates should demonstrate basic training in both quantitative and qualitative research methods and experience with statistical analyses. Interns will work closely with the Organizational Excellence team on several organizational projects around quality practice and enhance research skills, develop an understanding of the fundamentals of program evaluation, develop and analyze OE-related project plans, metrics and dashboards within a human services organization.

Click here to apply: [Apply Now](#)

### **Non-Clinical Internship Overview**

- **Human Resources Internship Overview**

The Human Resources Intern, at our administrative office, will learn from the Vice President of Human Resources and Administration and gain valuable applicable experience with all areas of Human Resources, from compensation structures and designs, performance management, compliance and learning management and human capital management system services. Further, this intern will shadow the VP and other key HR leadership to gain exposure very a variety of different dynamics levels i.e. Senior Executive Planning Meetings to Program Workforce Design and implementation.

Click here to apply: [Apply Now](#)

- **Marketing and Communication Internship overview**

The Marketing and Communication Intern at our administrative office, will learn from and be supervised by the Executive Director, Development and Fundraising. During the course of the internship, the intern will experience a wide range of functions in areas of communications, marketing strategies, connecting with external and internal stakeholders, creating and executing engagement and event planning. Social media strategies and community relations will be additional learning opportunities.

Click here to apply: [Apply Now](#)

- **Finance Internship Overview**

The Accounting Intern will learn at our corporate office, under the direct supervision of the Controller. The intern will be exposed to various areas of Non-Profit Accounting. Will learn how to apply funding and grant principals, alongside Accounting team, will understand daily functions and responsibilities. This participant will obtain real-world experience in accounts payable, accounts receivable, payroll, cash management, financial statements and much more.

Click here to apply: [Apply Now](#)

- **Information Technology Internship Overview**

The Information Technology Intern at our administrative office, will learn from and be supervised by the Manager, Information Technology and will how to support information technology systems within a Human Services/Behavioral Health Non-Profit. The interns will be exposed to understanding HIPPA compliance, how to trouble network and user concerns, setup creations of account and disabling and how to develop and maintain IT plans, FAQ's and user training methods.

Click here to apply: [Apply Now](#)

*Note: All Internships are designed with the intern in mind. Interns are required to have a learning plan with their supervisors that aligns to the educational requirements from the educational institution and adheres to learning objectives.*

**Eligibility for Internship:**

- Must be enrolled in an accredited undergraduate or graduate college or university.
- Must be able to commit to a full semester, at least 20 hours per week (Spring, Summer, Fall, Winter)
- Provide a resume and 300-word cover letter, indicating internship choice and reason to be accepted.
- Meeting the application submission deadline and including all required information.
- Must have acceptable Criminal Background check, and Negative Drug Screening
- Exceptions may be made for internships required for the attainment of a professional certification under the guidance of a recognized professional certification board.

**Ideal interns will demonstrate the following:**

- Experience with, or able to learn, software
- Detail oriented administrative abilities and accurate data entry experience
- Ability to develop informational reporting based on raw data requests
- Proficiency in Windows, MS Word, Excel, PowerPoint, Desktop Publishing
- Discrete, trustworthy with strong business integrity and high degree of confidentiality
- Able to meet time-sensitive timeframes when necessary
- Able to handle multiple tasks simultaneously and adapt to changing priorities
- Excellent filing skills are required, and strong organizational skills
- Professional and customer service-oriented demeanor, comfortable working with all levels of employees
- Motivated self-starter who can work independently and in team environment
- Excellent business phone etiquette
- Excellent editing, spelling, grammar and punctuation skills

## INTERNSHIP PERIODS:

Internship experience will have a start and end date with application deadline for the semester of choice. Interns must ensure to submit application and required documents on time and if accepted must ensure to complete all on-boarding processes prior to commencement of the New Interns Orientation Session. The following are the guidelines dates for reference:

<b>SUMMER:</b>	<b>APRIL 27 - AUGUST 9</b>	<b>Application Deadline: Feb 28</b>
<b>FALL:</b>	<b>AUGUST 24 - DECEMBER 6</b>	<b>Application Deadline: July 15</b>
<b>WINTER:</b>	<b>JANUARY 6 - APRIL 20</b>	<b>Application Deadline: November 30</b>

## REFERENCE DOCUMENTS

**Intern Appointment Letter Template** (Please print and ensure your educational institutions completes on its letterhead with a contact person for verification).

**Services Waiver and Release** (Please print and ensure your educational institutions completes on its letterhead with a contact person for verification).

*If you have any questions or concerns, please contact:*

### Clinical Internships:

Dr. Ken O Bryant, Assistant Director, Quality Assurance [kobryant@voaches.org](mailto:kobryant@voaches.org)

Organizational Excellence team [OE@voaches.org](mailto:OE@voaches.org)

### Non-Clinical Internships:

Zulema Joseph, Senior HR Program Partner [zjoseph@voaches.org](mailto:zjoseph@voaches.org)

Melissa Scholfield, Director, Human Resources [mscholfield@voaches.org](mailto:mscholfield@voaches.org)



**General Information:**

[Internshipsupport@voaches.org](mailto:Internshipsupport@voaches.org)

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[www.voachesapeake.org](http://www.voachesapeake.org) for more information on the organization.