



## Community Internship Collaboration Business Proposal

Spring, 2020

<b>Organization name</b>	Self Help, Inc
<b>Mentor/Contact name</b>	Maura Taylor
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<b>Organization website</b>	Selfhelpla.org
<b>Describe your organization</b>	We are a Los Alamos-based community nonprofit with fifty years of experience helping people in need throughout northern New Mexico with assistance ranging from microgrants to light casework. We help families get back on their feet and change their financial futures.
<b>Internship title</b>	Program Aide
<b>Specific days/hours (if applicable)</b>	We're open 9-4, Monday-Thursday; any internship hours within those work for us.
<b>What will the student learn from the internship?</b>	The student will get hands-on experience with client-facing social services and learn about the social service ecosystem of northern New Mexico.
<b>What does your business need that a student intern can impact?</b>	We need help with client intake—gathering information from clients about their needs and situations—as well as with creating a central resource compendium that we can use to train future staff and volunteers about area resources.
<b>What project(s) will the intern work on?</b>	Organizing and updating referral resources, learning to conduct client intake interviews, strategizing about client case coordination, and compiling data on needs served from existing records.
<b>What skills are required for this internship?</b>	Empathy, problem-solving skills, and basic knowledge of spreadsheet software (specifically Google Sheets and/or Excel).
<b>What final deliverables will the student produce?</b>	An organized resource listing area agencies and the needs they serve so that we can quickly find referral information; individual client intake materials; possibly a statistical report showing common needs and referrals.
<b>How would you describe the primary purpose of this project? (Select one)</b>	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input type="checkbox"/> Marketing/Communications <input type="checkbox"/> Project Management <input type="checkbox"/> Accounting/Finance <input checked="" type="checkbox"/> Other
<b>If "Other", please specify</b>	Nonprofit / social services
<b>Any additional information you would like to share?</b>	While we have social workers on board, our social workers are generally retired, without current licensure; thus we cannot specifically provide an LCSW program, though we would still be a good fit for someone considering an LCSW.

