



Our Mission: The Center of Hope exists to walk alongside people, to bring spiritual and physical health, and ultimately change the community one life at a time.

Our Core Principles:

- Identity in Christ (Colossians 3:1-3)
- Self-sufficiency (2 Thessalonians 3:10-12)
- Holistic Ministry (1 Thessalonians 5:23)
- Reconciliation (2 Corinthians 5:11-21)
- Partnering to Serve (Galatians 6:2; 1 Peter 4:10)

Job Description:

Center of Hope has been giving a “hand up” to struggling individuals in the Sioux Falls area for the last twenty years. The Center of Hope takes a holistic approach to serving its guests, and offers several services to Sioux Falls residents in need. The Care Center is available to low-income individuals in need of winter clothing and free pastoral counselling. Faith Community Nurses are present in the Care Center to provide guests medical knowledge and assistance. The Geared To Empower Bike Ministry is available to low-income individuals and families who need transportation to get to work, school, or for health. In December, Sharing Christmas provides 500-600 families with gifts. After a family uses the program three times, they qualify for the Sharing Christmas Store where they can buy gifts for their families at the tenth of the cost. At the Center of Hope, we take seriously the content of Steve Corbett’s book, *When Helping Hurts*, and aim to provide our guests help without creating dependency or entitlement. As an intern, you will be immersed in each program over a six month period (June-December). You will learn the day-to-day operations of Geared To Empower, the Care Center, and assist with Sharing Christmas. In addition to learning our philosophy of ministry and working alongside staff and volunteers, the intern will assist our Development Officer on marketing and fundraising. Our hope is that your time as an intern will give you a deeper understanding of nonprofit management. This is a six month internship (**5 hours a week; 120 hours total**)

Essential Functions and Responsibilities:

- To rotate through Center of Hope programs to assist in their development
- Assist in Bike Ministry day-to-day operations
 - Bike Repair (training will be provided)
 - Assist in the operations of Bike Safety Camps for children
 - Assist in Travelling Bike Repair Stations to low-income areas
- Assist in the Care Center
 - Act as a Ministry Assistant
 - Learn how to make referrals
 - Learn counselling strategies
 - Assist with bike distribution
 - Dream of new opportunities for the Care Center
- Assist in the Sharing Christmas program
 - Calling families
 - Assisting with applications
 - Coordinating gift distribution (with Adam, the Volunteer Coordinator)
 - Managing Sharing Christmas Store (when available)
- Assist our Development Officer on marketing and fundraising
- Read through Steve Corbett's book, *When Helping Hurts*, and discuss the material with the internship supervisor.

Logistics and Compensation:

The Center of Hope 6-month Internship position is an unpaid service learning opportunity for students interested in working in the nonprofit sector. Students must be available for a six month period of time. Staff will work individually with students to meet and document requirements for academic credit if needed or requested by the student. Housing is not included in the internship.

Qualifications:

- Must be a student 18+ years of age
- Excellent verbal communication skills
- College student or recent graduate in a specified course of study necessary to be successful in the internship position.
- Ability to work with high levels of confidentiality.

Physical Demands: The duties required of Center of Hope interns are labor intensive. All interns must be able to stay on their feet for prolonged periods of time and be able to lift 50 pounds.

To Apply: To be considered for the position, please email the items detailed below with your name and “CoH 6-month Internship” as the file name to adam@centerofhopesf.org. Incomplete submissions will not be considered for the position.

- Cover Letter indicating your interests and background
- Resume
- Two Professional References with contact information