

## **Program Description: Grants & Scholarships Intern (\*REMOTE\*)**

**PLEASE NOTE THIS INTERNSHIP IS 100% REMOTE!!!**

### **Grants/Scholarships:**

Orangewood Scholarships and Grants provide financial, educational, and emergency assistance to current and former Orange County foster youth, under the age of 21, with an emphasis on those who are pursuing higher education after emancipation. Funds may be eligible for grants for school or other expenses.

There are 2 types of grants and 2 types of scholarships:

- Dependent Grants
- Independent Grants
- Undergraduate Scholarships
- Advanced Studies Scholarships

### **Duties include, but are not limited to:**

- Reviewing the G&S Manual
- Projects regarding bonus scholarships
- Research
- Assisting in advertising
- Information Sessions for ASF
- Assisting in scheduling ASF interviews
- Assisting in outreach to undergraduates
- Engaging with youth
- Building rapport with youth
- Communicating with donors
- Assisting with events
- and much more..

You will work closely with your supervisor and get the opportunity to work collaboratively with them and other team members as well as perform projects and tasks independently.

If interested, please use the following link to submit an interest form and Crystal Ford, Mentor/Intern Match Specialist will get back to within 72 hours.

Interest Link: <https://www.jotform.com/build/212836435815055>

Additional questions? Please contact Crystal Ford, Mentor/Intern Match Specialist, via email at [cford@orangewoodfoundation.org](mailto:cford@orangewoodfoundation.org), via phone at (714)619-0225, via text at (714)420-1696.

Thank you for your interest!

## **Learning Outcomes:**

The student will learn to be flexible

The student will learn problem-solving skills.

The student will learn critical thinking skills.

The student will learn active listening skills.

The student will learn to be reliable.

The student will learn clear and concise writing.

The student will learn organization skills.

The student will learn computer skills.

The student will learn interpersonal skills.

The student will learn to write and use case notes.

The student will learn conflict resolution skills.

The student will learn assessment skills.

The student will develop an awareness of gender/ethnic/and sexual orientation issues.

The student will develop sensitivity to gender/ethnic/and sexual orientation issues.

The student will learn about the communities the agency serves.

The student will learn community resources that are available.

The student will appropriate community resources for clients.

The student will learn to access appropriate client resources.

The student will gain knowledge of the population being served.

The student will gain knowledge of the issues being addressed.

The student will learn the importance of a professional appearance.

The student will develop a professional demeanor.

The student will learn to take initiative.

The student will learn to be self-motivated.

The student will learn when to ask for direction.

The student will learn how to take direction.

The student will learn to leave the job behind after work.

The student will learn to be prepared.

The student will learn realistic expectations.

The student will learn to assume responsibility for acquiring knowledge.

The student will develop a high tolerance for ambiguity.

The student will be able to identify his/her own professional work ethic.

The student will learn to develop public speaking skills.

The student will learn to increase verbalization with the specified client population.

The student will learn to increase verbalization with coworkers.

The student will learn to be assertive.

The student will learn to collaborate.

The student will learn agency policies and procedures.

The student will learn to use supervision wisely.

The student will learn to learn to work within the agency policies and procedures.

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The student will learn to use supervision wisely.

The student will learn to learn to work within the agency policies and procedures.

**Training:**

Intern Onboarding (Orientation, 11 Required Training Topics, General Overview of Agency)

In-depth Training for Program/Service Area they are interning in

Weekly 1:1 Supervision meetings w/ assigned supervisor

Overview of Assigned Tasks

Attend team meetings

**Schedule:**

This schedule is a typical Monday-Friday 9:00am-5:00pm position. The fieldwork supervisor is flexible.

Based on our organizational needs, intern will be requested to work two 4 hours shifts or one 8 hour shift per week.

**Details:**

Remote position. Student and supervisor will be working from home. Supervisor will be available to answer any questions/concerns and will check-in with the intern regularly as well as provide weekly supervision.