

My Sisters Hands of Healing - Internship Opportunities:

Mission: To provide immediate, non-clinical trauma-informed support and holistic empowerment programs that foster identity rediscovery, healing, and economic stability for youth and adults impacted by severe life trauma.

Vision: A world where individuals impacted by severe trauma are equipped with the tools for self-recovery and economic mobility.

General Program Details

- **Status:** Internship (Unpaid / For Academic Credit or Experience-Based)
 - **Location:** Remote and/or On-site (Hybrid options available)
 - **Hours:** 15-20 min hours per week (Open/Flexible)
 - **Reports To:** Program Director
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1. Administrative Intern

Summary:

The Administrative Intern serves as the organizational backbone of day-to-day operations. This role provides vital administrative and clerical support to ensure smooth functioning across departments and programs.

Responsibilities:

- Answer phones, respond to emails, and manage calendars
- Assist with scheduling appointments and coordinating meetings
- Maintain organized records (digital and physical)
- Support with data entry, filing, and reporting
- Help prepare materials for workshops or events

Qualifications:

- Strong organizational and communication skills

- Familiarity with Microsoft Office or Google Suite
 - Detail-oriented, flexible, and friendly
 - Able to maintain confidentiality and handle sensitive information
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2. Social Media & Marketing Intern

Summary:

This intern will manage and grow the organization's online presence while supporting visibility through strategic marketing efforts. The role involves creating meaningful, mission-aligned content that educates, inspires, and builds community.

Responsibilities:

- Create and schedule content for Instagram, Facebook, LinkedIn, etc.
- Develop marketing materials (flyers, brochures, email campaigns, etc.)
- Design graphics and write captions that reflect the organization's mission
- Assist with brand management and digital storytelling
- Track analytics and recommend ways to improve engagement
- Support the creation of newsletters and email marketing

Qualifications:

- Strong writing and visual storytelling skills
 - Experience with Canva or similar graphic design tools
 - Familiarity with social media platforms and content planning tools
 - Comfortable using Mailchimp or marketing platforms
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3. Web Design and IT Intern

Summary:

The Web Design and IT Intern will support the digital infrastructure of the organization, ensuring our online platforms are accessible and secure. This role contributes to the digital literacy support offered to our team and participants.

Responsibilities:

- Maintain and update the organization's website to ensure information is current and accessible.
- Offer digital literacy support (email setup, basic computer skills) to staff or clients as needed.
- Troubleshoot basic IT issues regarding Google Suite or Microsoft Office.
- Assist with the integration of job search platforms and digital tools used by the workforce development team.

Qualifications:

- Pursuing a degree or experience in Computer Science, Web Design, IT, or related fields.
 - Proficiency in Microsoft Office and Google Suite.
 - Strong problem-solving skills and willingness to learn.
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4. Accounting Intern

Summary:

The Accounting Intern will oversee the financial health of My Sisters Hands of Healing, ensuring accurate financial reporting and responsible budgeting. This role supports strategic decisions and helps ensure transparency and integrity.

Responsibilities:

- Maintain accurate financial records, including income, expenses, and grants.
- Prepare monthly financial reports and assist with annual budgets.
- Monitor payroll, donations, and vendor transactions.
- Assist with grant reporting and financial documentation for audits.
- Ensure compliance with 501(c)(3) nonprofit tax and reporting guidelines.

Qualifications:

- Experience or current study in nonprofit accounting or finance
 - Proficiency in QuickBooks, Excel, or other accounting software.
 - Detail-oriented, ethical, and organized
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5. Grant Writer Intern

Summary:

The Grant Writer Intern is key to sustaining and growing My Sisters Hands of Healing⁴⁴. This role focuses on securing funding to support survivors by identifying grant opportunities and crafting compelling proposals.

Responsibilities:

- Write grant proposals and manage reporting requirements.
- Research new grant opportunities, foundations, and corporate sponsors.
- Assist with developing fundraising strategies alongside the development team.
- Maintain the donor database and track contributions or grant deadlines.

Qualifications:

- Excellent written and verbal communication skills.
 - Proven fundraising or grant writing experience (or strong academic writing skills)
 - Strong organizational skills
 - Passion for advocacy and survivor-centered care.
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