Organization, Position & Person Profile

back on my feet

Part Time – Program Internship
The Organization

Back on My Feet creates communities that provide the support, resources, and social fabric that empower individuals experiencing and at-risk of homelessness to achieve self-sufficiency through stable employment. We engage diverse groups – those experiencing homelessness/in recovery alongside individuals committed to supporting them and strengthening our communities in running/walking – a goal-oriented, shared activity that provides the foundation for accountability and achievement. This community serves as a springboard, safety-net, and support system as members transform their own perceptions of self-worth, capabilities, and identity so they are able to move their lives forward. Our volunteer community provides practical tools and services such as career coaching, workforce development training, and employment resources that support members in their journey to achieving self-sufficiency.

The organization’s ambition is to grow our current impact and scope by orders of magnitude – from 700 members employed annually across 14 cities to thousands of members employed annually in a multitude of locations across the country.

Through our innovative program, Back on My Feet proves that there is hope, that individuals can achieve things they never thought possible and that there are people who will support them along the way. For additional information, please visit www.backonmyfeet.org.

Our Core Values

**Be Results-Driven:** Goals: Own them, crush them, seek more. Others are relying on you to deliver. Be decisive. Prioritize. Measure and act on what matters most to our vision, operating with speed and simplicity. Own mistakes, learn from them and do better.

**Be Bold:** Think BIG. Innovate. Take calculated risks. Be entrepreneurial. Seek to develop new ways we can enhance and grow our mission. Identify challenges, solve problems, create solutions. Take initiative but ask for help when you need it.

**Be Respectful:** Embody integrity without compromise. Recognize what you can control, what you can’t and have the wisdom to know the difference. Engage in direct, transparent and respectful dialogue.

**Embrace Change:** Be nimble, flexible and ready for change. Drive change for the benefit of the vision. Thrive in ambiguity. Take initiative to find ways to harness change and drive innovation. Be a champion of organizational transformation with members, volunteers, donors, partners and staff.

**Welcome Diversity:** Seek, encourage and celebrate diversity as an opportunity to learn and grow stronger communities. Pursue and embrace diverse perspectives to better move our vision forward. Work together to create and inclusive workplace that values the voice and dignity of every individual

**Win Together:** Engage in purposeful collaboration to achieve our vision. Leverage collective genius- embrace the value of colleagues’ expertise and have the humility to tap into it. Cultivate each employee’s strengths and abilities to support the mission. Work as ONE united team across the country.

**Aim Higher:** Own your journey. Be empowered to drive value to strengthen our vision. Strive every day to perfect your craft. Find the balance you need to excel but also take care of yourself

The Position

Based in Atlanta, GA, the Program Intern will report to the Atlanta Program Manager. This part time unpaid internship role will focus on supporting all aspects of the program from member intake through the Next Steps program. The Program Intern will work independently and with members, volunteers and Back on My Feet staff to support members as they move through vulnerable transitions such as training, obtaining and beginning a job and moving into independent housing.
Specific Responsibilities include:

**Members**
- Complete Salesforce entry of new member intake data
- Update Salesforce with member meeting notes and files, financial aid requests, events and outcomes
- Assist Program Staff with member goal plan check-ins, barrier removal and follow-ups
- Work with members on creating resumes, applying for jobs and preparing for interviews
- Review mileage tracking system to ensure all runs are captured and communicate issues

**Volunteers**
- Assist with new volunteer orientation preparation, communication
- Review new volunteer attendance, send check in emails and make follow-up calls
- Help plan and execute volunteer appreciation events and/or incentives

**Inventory & Incentives**
- Pull member gear for new starts and incentives for members
- Inventory new gear, update tracking and reports

**Research & Resources**
- Research and document member resources as needed that may include, but are not limited to education and training, employment, housing, mental health support, detox, emergency sheltering, child support, legal issues, tax assistance and health and wellness

Qualifications & Experience
- Working towards a degree in a related field (public health, counseling, social work), preferred
- Strong organizational skills, ability to manage multiple tasks and prioritize effectively
- Strong written and verbal communication skills, including proficiency with Microsoft Office Software (Outlook, PowerPoint, Excel, Word)

Personal Characteristics
- Results oriented individual with a passion for the organization, mission and the members we serve
- Motivated to work with homeless/low-income individuals
- Comfortable working in-person with members residing in sheltering and recovery facilities
- Ability to attend one early morning Monday, Wednesday or Friday morning run/walk, preferred
- A proactive, assertive and hands-on individual who is self-motivated and requires limited direction
- Strong interpersonal skills and ability to adapt quickly to a fast paced, changing environment
- Team-oriented and willing to contribute to overarching team/Chapter goals
- Unquestionable integrity and highest ethical standards
- Personal experience with running or other related fitness activity preferred

Schedule and Application Process
- Flexible weekday schedule options from 4 – 20 hours for late Spring, Summer and Fall 2021
- To apply email resume and cover letter to – Heather Turton, Program Manager – heather.turton@backonmyfeet.org
  - Please include your availability and desired start date and schedule
- For questions, please contact Heather Turton, Program Manager via email or phone – 404.333.7380
- To see our program in action, view this brief 4 minute video - https://www.youtube.com/watch?v=LBtyydzyu1Q&t=13s