



Position Title: Adult Education Intern

Reports to: Executive Director

Ideal Major: Human Services, Social Work, Education (anyone is welcome to apply)

Position Summary: In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the internship program plays an important role at the House of Mercy. The internships offered are opportunities for the intern to learn about the operations of a business and nonprofit as well as opportunities to offer skills and expertise that House of Mercy can utilize to further the mission.

Compensation: The internships are unpaid but can be taken for credit according to the agreement between House of Mercy and the University or College that the intern is currently enrolled. A small stipend may be rewarded at the completion of the internship to help offset travel expenses throughout the semester.

Work Hours: 10 hours/week (at least) is preferred but is negotiable based on the need of credits and school schedule

Responsibilities:

- Create program for education
- Teach classes
- Maintain relationships with education partners (Beacon, Hogar)
- Find new relationships for classes
- Research the need for education
- Learn how to put together a program start to finish
- Learn key analytical and evaluation skills

Job Requirements:

- Work independently and with a team
- Self-starter with a good work ethic
- Open to growth and instruction
- Good communication skills
- Well organized
- Good customer service
- Competency in Microsoft Word, Excel and email

We value a high degree of integrity, professionalism, flexibility and fun!

Please send resume and application to Jessica Root, Executive Director at jroot@houseofmercyva.org