



## School Year and Summer Internship Opportunities

The **Elyssa's Mission Intern** is a hard-working self-starter, willing to think outside the box and work collaboratively within a small team environment in Northbrook, IL. The intern is willing to handle a wide variety of tasks in order to effectively support the full-time team.

Elyssa's Mission (EM) provides resources to help prevent teen suicide. We offer hands-on support to area public and private schools in order to educate students, staff and parents on how to recognize and assist those teens most at-risk.

**Note that interns will not provide any individual counseling.**

### **School Year Internship:**

During the school year, Elyssa's Mission's major focus is supporting middle and high schools with suicide prevention programming.

The intern will:

- Score student tests
- Manage social media accounts
- Track incoming donations on our online database system

### **Summer Internship:**

During the summer, Elyssa's Mission's major focus is helping to prepare for our annual *Race to Save Young Lives* benefit.

The intern will:

- Create, maintain and manage Excel spreadsheets for *Silent Auction Table* and *Corporate Sponsorship*
- Develop marketing materials
- Assist with any pending projects
- Manage social media accounts

### **Intern Responsibilities:**

- Work collaboratively with the EM team on all assignments
- Report to designated EM team member(s) to determine weekly tasks
- Maintain a positive and flexible attitude; be willing to go with-the-flow

### **Qualifications:**

Intern must be a college student or current graduate student with a major in Social Work/Counseling or related field. Intern must be a strong writer and demonstrate computer proficiency.

Please send resume and cover letter to Joanne Meyers at [joannemeyers@elyssasmission.org](mailto:joannemeyers@elyssasmission.org)

Here is what one of our interns had to say:

*"I worked as an Elyssa's Mission intern during the Summer of 2018. I genuinely enjoyed my experience in the office. It provided me with the opportunity to work closely with a team of talented individuals dedicated to spreading the important message of suicide prevention. As a social work major, it was invaluable for me to see the way a non-profit functions from the inside. I learned so much about event planning, silent auction coordination, marketing, and contributing to discussions about the future of Elyssa's Mission. The flexibility of the internship allowed me to take a summer class in addition to working and made it a very enjoyable summer. The small staff allowed me to feel supported in my daily tasks, but also gave me the independence to explore on my own."*