

## **West Fresno Family Resource Center (WFFRC)**

### **Program Associate - 120 hours**

West Fresno Family Resource Center (WFFRC) is committed to the mission of “empowering and supporting the southwest Fresno community to achieve optimal health and well-being.” Gain knowledge and experience in: understanding how to work with high-risk children and families; strengthen partnerships with community-based organizations, agencies, local schools through youth, family and human services provided to clients; increase knowledge of evidence-based youth and family programming that focuses on at-risk youth, psychosocial support; parental engagement; and contributes to community development opportunities.

### **Knowledge to be gained through this internship:**

Selected candidates will provide support in the coordination, implementation and evaluation of community health, wellness promotion, and family strengthening programs, while also gaining generalist experience in the field.

### **Skills to be developed through this internship:**

Receive professional mentoring that will provide you the opportunity to gain professional skills while enhancing your marketability upon graduation. Enhance your resume and career-related experience including the following:

—Become more knowledgeable about general work functions in community health and family strengthening programs such as operations, marketing, communications, resource development (grant writing), research, advocacy; and program design.

—Learn career-related skills in: needs assessments; child and youth development; program development; public speaking; health promotion; health enrollment and CalFresh enrollment; case management notes; creating marketing and promotional materials; conducting outreach; developing, coordinating and presenting virtual educational topics/materials; assisting in coordination of virtual women's support group; researching and preparing age-appropriate learning/play activities for children and youth; gathering information and preparing reports; and researching funding opportunities.

### **Qualifications for the Internship:**

Ability to devote at least 10 hours per week; Demonstrated, professional interest in working with neighborhood-based, grassroots organization; Ability and willingness to be culturally sensitive and appropriate; Experience working with diverse populations; Ability to work within a team context; Self-motivated and takes initiative; Exhibits basic office and general computer proficiency including Word, Excel, Access, PowerPoint and Google Docs; Strong organizational, oral and written communication skills; Community health and human services knowledge helpful; Background check required (Live Scan) at student's expense; Perform related duties as assigned.

### **Examples of supervised program tasks:**

**Objective #1: Host up to 12 empowerment sessions to reach (30) low-income, minority women of child-bearing age.**

Activity #1: Develop and administer culturally relevant empowerment and educational sessions on issues impacting the population: reproductive health, mental wellness, parenting resources, emergency preparedness, etc.

Activity #2: Promote and register participants in empowerment activities.

Activity #3: Track participation and attendance

**Outcomes:** Tracked attendance/participation in monthly group sessions.

**Objective #2: Provide material items (e.g., diapers, wipes, baby formula, sanitizing and cleaning supplies, face mask, PPE), for up to (50) low-income, minority women of childbearing age residing in Southwest Fresno.**

Activity #1: Identify participants' material needs from administered survey; attendance and participation in maternal health, reproductive health, support groups and other wellness activities.

Activity #2: Secure material items.

Activity #3: Dispense material items to program participants based on attendance/participation in program activities, etc.

**Outcome Measures:** # of types of support and services received

**Objective #3: Conduct program promotion and outreach.**

Activity #1: Develop culturally appropriate promotion and outreach materials

Activity #2: Administer communication materials – newsletter, Social Media, outreach events.

**Outcome Measures:** # of outreach materials developed and administered.

Two (2) positions available. Days & hours of availability during the work week including:

- 1). Mondays: 11am – 3pm
- 2) Wednesdays: 3pm-7pm (6-7pm, virtual support group)
- 3) Thursdays: 11am – 3pm

This internship will be in-person. Interns will complete most hours in-person.

**To apply:**

Email resume & cover letter to Janice Mathurin, Program Manager at [jmathurin@wfresnofrc.org](mailto:jmathurin@wfresnofrc.org) by **November 23th**.

Include in subject line, "Program Associate Position." Candidate(s) to be interviewed and selected by December 1, 2021.