



CORNERSTONE COMMUNITY OUTREACH

Department: CCO Business Office

Overview: Non-profit Business Management Assistant

Person overseeing Internship: Andrew Winter

Specific Duties and Responsibilities: Intern would assist and shadow current staff in: grant writing, program evaluation, non-profit management skills, financial management, advertising, marketing, and like areas.

Qualifications: Students enrolled in Business/Non-Profit/Advertising programs are preferred, however there can be exceptions. Proficient with Microsoft Office.

Additional Information: CCO has an MSW on site.



CORNERSTONE COMMUNITY OUTREACH

Department: Sylvia Family Interim Housing

Overview: Casework Assistant

Person overseeing Internship: Mindy Taylor

Specific Duties and Responsibilities: Intern would assist and shadow current caseworkers in their daily tasks: which could include client relations, paperwork, research of housing and job opportunities, or event creation.

Qualifications: Students enrolled in Social Work/ Psychology/Sociology programs are preferred, however there can be exceptions. Proficient with Microsoft Office.

Additional Information: CCO has an MSW on site.



CORNERSTONE COMMUNITY OUTREACH

Department: CCO Business Office

Overview: Administrative Assistant

Person overseeing Internship: Mindy Taylor

Specific Duties and Responsibilities: Intern would assist and shadow current administrative staff in their daily tasks: which could include receptionist, paperwork, research of grants, and maintaining a good work environment.

Qualifications: Students enrolled in Business/Non-Profit/Advertising programs are preferred, however there can be exceptions. Proficient with Microsoft Office.

Additional Information: CCO has an MSW on site.