



Community Outreach and Education Internship

A Home of Hope
1630 H. Street
Bellingham, WA 98225

Erin Curran-Tileston
Program Coordinator
Programcoordshh@gmail.com
(360) 733-0176

Mission Statement:

Sean Humphrey House provides dignified and safe housing for low-income persons living with HIV/AIDS that are without adequate personal resources and who often suffer from other diseases, disabilities and forms of mental illness. Sean Humphrey House coordinates house management and resident care under the direction of our compassionate, professional staff and volunteers.

Learning Objectives:

The Community Outreach and Education Intern will gain extensive experience in the operations of a nonprofit Adult Family Home. This intern will learn about volunteer recruitment and management, building and sustaining connections with community members and the development of educational materials. This internship will have a strong focus on tabling and outreach and should allow for a flexible schedule. This intern will also gain extensive knowledge of HIV/AIDS and the Bellingham community.

Term of Position:

This is an unpaid internship that will last for at least one academic quarter (3 months).

Basic Requirements:

- Availability of about 10 hours per week
- Complete and submit the SHH Volunteer Application (including background check) and a Whatcom Volunteer Center Application
- Complete and submit the Internship Application Questions
- Two-step TB test
- When Applicable: Food handler's permit; valid driver's license, vehicle registration and auto insurance

Basic Duties:

- Develop positive relationships with staff and residents. Work closely with other volunteers.
- Staff informational tables at community events; distributing information about Sean Humphrey House, addressing inquiries and recruiting volunteers. The Community Outreach and Education Intern would be accountable for the set-up and tear-down of the table once the event has concluded. It would also be their job to find volunteers to work these events.
- Attend community networking opportunities, such as Brown Bags and Schmoozfest.
- Research new opportunities for tabling, various avenues for community outreach and different approaches to volunteer recruitment.
- With the assistance of the Program Coordinator, help produce the newsletter; ensuring that it meets all state regulations and is appropriate for the Sean Humphrey House in all manners.
- Develop and maintain content and design for informational materials for both SHH and HIV/AIDS.
- Assist Program Coordinator in community correspondence and networking, including upkeep of SHH website and Facebook.
- Perform other duties as assigned by the Program Coordinator.

For additional Information, please contact Erin Curran-Tileston, Program Coordinator, at (360) 733-0176.