

**Family Futures** is a nonprofit organization located in downtown Grand Rapids, Michigan at the Riverview Center. For almost 30 years, Family Futures has worked to **support families and to shape a community that protects children from abuse and neglect**. Our internship program is highly developed and well-regarded in the community for our dedication to the professional development of students and the opportunity for hands-on experience. Past interns appreciate the critical skills and knowledge they gained at Family Futures as they embark on careers in the nonprofit and private sector.

### Internship Opportunities

At Family Futures we are truly fortunate to have dedicated interns and volunteers who donate their skills and time. Unpaid internship opportunities currently exist for students to gain practical experience in the following areas:

- **Non-profit Accounting (1):** This internship provides experience in accounts payable, accounts receivable, payroll, bookkeeping, computer skills, and may include program specific budgeting and preparation for various reports.
- **Violence Prevention (1):** Throughout Kent County, Family Futures provides educational sessions to diverse audiences on a wide variety of topics, helping to create a more informed community that is invested in prevention. This intern will support programming by being organized and dedicated to outreach.
- **Childhood and Community Development (5):** These interns support families in Kent County through the use of the Ages and Stages Questionnaire (ASQ), a child developmental screening tool. The purpose of this free and voluntary program is to provide parents with valuable information about their child's development and community resources. All interns will assist in the day to day operations of Connections with emphasis in the following areas:
  - **Community Intern (2):** Share your time between another community nonprofit and Connections.
  - **Childhood Development (2):** This intern will be the lead for following up correspondence with our Connections parents and assisting with the seasonal newsletter.
  - **Foster Care (1):** Implement social-emotional development component of Connections with foster care agencies.
- **Nonprofit Administration (1):** This is a unique internship for those seeking experience in a leadership position, where skills like time management, community collaboration, project management, and organization are key.
- **Social Services (1):** Healthy Start is a unique primary prevention collaborative for first time parents in Kent County that is coordinated through Family Futures. Gain practical experience in the area of social work program management.
- **Volunteer Services (1):** Gain knowledge and experience in the general principles of prevention and non-profit work along with volunteer management best practices, relationship building, and project coordination.
- **Fund Development (1):** This intern will work with our Resource team to develop and implement fundraising efforts for 2015. Gaining experience in fundraising, grant writing and research is a plus!
- **Special Events (1):** This internship is for anyone looking for experience in hospitality, event planning, and fund development.
- **Communications (2):**
  - **Video Production (1):** Searching for a high-level student or recent graduate wishing to gain practical experience in video production through shooting and editing videos to help support our work and programs.
  - **Marketing (1):** Includes fund development, event planning and brand management and programming. The intern will gain experience in print design, web content editing, copywriting, public relations, fund development, and project management.
- **Business Intelligence (1):** This is an internship for a student with a unique combination of business and computer science skills. The business intelligence intern will work directly with Family Futures' data analyst, supporting the technological infrastructure and environment of the organization.
- **Interdisciplinary (1):** The student with interdisciplinary studies emphasis will shine in this cross department opportunity. Examples include data analysis, research and program improvement.

In order to apply for an internship please complete our quick [online](#) internship application at [www.familyfutures.net/internship](http://www.familyfutures.net/internship). For more information, please call 616-454-4673 ext. 149 or email [internship@familyfutures.net](mailto:internship@familyfutures.net).