

Drew Lewis Foundation
Springfield Way Internship Description
Summer 2024

RISE Expansion Support:

We are looking for a resourceful and detail-oriented individual with a passion for underserved families and communities. This role will include assessing community strengths and needs and potential community 'champions' for new RISE (Reaching Independence through Support and Education) Expansion program sites. When these are identified, this role will assist with planning the implementation of the program in those locations, as well as the evaluation of the program. Additional responsibilities include assisting with marketing, advertising, and media outreach for RISE Expansion; helping create a survey system for potential new sites and renewing sites; and assisting with data collection and management of Expansion locations where appropriate.

This individual must be:

- Willing to be flexible with assignments and work hours
- Willing to work with others
- Able to function well in a high-paced environment
- Willing to receive feedback on work
- Able to meet deadlines
- Proficient writing skills

The Drew Lewis Foundation hours are Monday through Friday, 9 AM – 5 PM. On Thursdays, the foundation stays open until 7:30 as Thursday nights are when programs are held. There is a community dinner that happens right before programs. The intern must be able to work until 7:30 pm a minimum of two Thursdays a month.

If you would like to learn more about the Drew Lewis Foundation, please visit, <https://drewlewis.org/>.

If you have any questions or concerns, please email, info@drewlewis.org.