



Position: Southeast Michigan Senior Regional Collaborative Intern

Work Hours: 9:00am – 5:00pm

Agency Description: The Southeast Michigan Senior Regional Collaborative is a network of organizations serving the needs of older adults and persons with disabilities in Macomb, Oakland and Wayne counties as they face barriers to successfully maintaining themselves in home and community-based settings.

Mission: To improve the quality of life for all older adults and people with disabilities in the region through capacity building and strategic leadership.

Position Summary: The Southeast Michigan Senior Regional Collaborative (SRC) looks to provide an opportunity for emerging professionals to participate in learning initiatives that influence and impact community change. They should be self-motivated, well organized and prepared to work independently.

Responsibilities:

- Learn about the range of services offered through the Senior Regional Collaborative and its collaborative partners.
- Attend and participate in public meetings, outreach events, and presentations as directed.
- Assist with project development and community engagement
- Provide assistance with research on special topics related to aging and disability.
- Utilize social media to reach SRC community and others involved with older adults and persons with disabilities.
- Special projects assigned based on skills and interest.
- Assist management with daily organizational support as well as grant related documentation.
- Participate in Senior Regional Collaborative Committee activities.
- Visit key collaborative partners for agency overview, shadowing and staff interviews.
- Engage in active learning through supplemental readings, case file review, journaling and other written activities as assigned.
- Operates an automobile while performing job duties.
- Other duties as assigned.

Qualifications:

- College student pursuing a degree in a human service, social work, public health or related major.
- Highly motivated and willingness to learn.
- Eager to work in a fast paced office setting.
- Strong understanding of confidentiality, cultural awareness and a commitment in ethical standards.
- Competence in standard PC based office products (word processing, excel, powerpoint) and social media platforms.
- Strong written and verbal skills.
- Ability to work well with others.
- Ability to work independently and well organized.
- Interest in gerontology, older adults or persons with disabilities preferred; but not required.

Benefits:

Gain professional skills in human services, community outreach, advocacy and nonprofit/profit management. Learn about the needs of seniors and the impact of the aging population at a systems, community and individual level. Develop experience working in a professional office environment. Training, orientation, and coaching are provided. The Southeast Regional Collaborative is committed to providing a friendly, supportive, professional experience for all interns.

Working Conditions:

- Driving, grasping, lifting/carrying up to 30 pounds with or without assistance and standing.
- May be exposed to:
 - Chemicals (dust, gasses, fumes, liquids)
 - Congested areas
 - Noise
 - Slippery surfaces
 - Working outside

To Apply:

Please inquiry at info@seniorsmi.org and/or download an application at www.semisrc.org.