

CITY MISSION INTERN OPPORTUNITIES

About City Mission of Schenectady

City Mission of Schenectady, founded in 1906, is dedicated to sharing the Gospel of Jesus Christ in word and deed. Our ministries are seeking to comprehensively meet the needs of the poor in a manner that dignifies and strengthens the individual, the family, and the community.

Our goal is to provide not only HELP for today, but HOPE for tomorrow. We want to help people who are in need right now by meeting basic needs like food, shelter and clothing. Providing these life essentials are at the core of who we are.

In addition, our hope is that we can do more than just meet basic needs... we want to transform lives. Together, we can help people begin to dream again and think about what they want their future story to look like.

We help those future stories come true by providing spiritual guidance, counseling, training, classes, life and job skills training and so much more!

Internship Program

City Mission Internship Program provides talented, social service-minded college students with an opportunity for a hands-on learning experience. Interns support key initiatives and operations in partnership with and under the leadership of experienced professionals. They gain valuable knowledge and experience that will augment their college education in the City Mission's supportive learning environment.

As a benefit, interns will be invited to City Mission Trainings, in partnership with our leadership team, to provide support and better equip them to better serve our clients. Interns will also have the opportunity to attend special events.

All internships are unpaid.

Eligibility Requirements

- Currently enrolled at an accredited college or university
- Pursuing a degree in related field preferred
- Great teamwork skills and ability to thrive in a team environment
- Excellent communication skills
- Adaptive, handling change responsively
- Able to work with people of diverse backgrounds
- All interns must pass background check
- We do not participate in court-ordered internships

Application Process

1. Click "Apply Now" to create an account in our intern/volunteer management system.
2. Sign up to attend a Mission Encounter where you will take a tour of our campus and meet with the Volunteer Team.
3. Qualified candidates will be invited for an interview with the department supervisors.

Unpaid Internship Opportunities

Workforce Development – Schenectady Works

816 Union Street (across From Union College)

Schenectady Works is a division of City Mission focused on empowering employment. Through various programs, individuals receive assistance to overcome barriers to secure and retain their jobs.

Opportunities include:

- **Career Training Center-** Help people find employment by providing assistance with resume writing, teaching computer skills, job search strategies, and job interview practice. Interns will also refer individuals to other resources within City Mission or the greater Schenectady community as needed. Candidates must have an interest in working directly with individuals from diverse backgrounds in an effort to empower and support them in attaining a job. Knowledge of MS Word is required. Experience with writing resumes and searching for jobs online is helpful. Training is provided.
 - Hours of Operation: Tues/Wed/Thurs from 9:00-12:00 and 1:00-3:00
 - 3-15 Hours/week required.
- **Program Support/Special Projects-** Support the programs that help people retain employment. Duties would be variable and could include data-mining, research, editing, writing curriculum, creating policies and procedures, creating project scopes and grant writing. Candidates must be goal-oriented, independent thinkers with excellent communication skills. Knowledge of Excel, Power Point and Word is required.

Family Life Center (Open to female students only)

311 Clinton Street, Schenectady

The Family Life Center (FLC) provides emergency, short-term, and long-term shelter to homeless women and children. We equip women with the skills and resources they will need to make the journey from poverty to a life of sustainability.

- 35-bed Women and Children's Shelter

- Emergency and long-term shelter
- Beautiful apartments provide space for mothers and their children to live together, maintaining the family unit. There is also a small dormitory for single women.
- Our Child Enrichment Center provides a safe place where children can play with staff and volunteers while mothers are attending classes and appointments

Opportunities include:

- **Front Desk Support-** provide basic welcome and operational support at the front desk. Duties include greeting visitors, answering phones, providing information, and other duties as needed. Must enjoy interacting with people. Must be willing to work with people in crisis and people with diverse backgrounds.
- **Child Enrichment-** the Child Enrichment Center offers babysitting services for residents during the day and on Thursday Evenings. Interns would assist the staff in the care for children ages 0-11. Must have a heart for children, childcare experience and a willingness to work with children from diverse backgrounds and situations.
- **Program Support-** shadow and assist staff with variety of advisory roles for residents. This is an opportunity to learn how the shelter supports the residents by connecting them to resources, teaching life skills, and general support. Interns have the potential for program development and operational improvement strategies. Great position for students seeking cross-cultural experience, leadership training, non-profit management with an interest in human services or counseling. Must be a self-starter who comes to us with a clear idea of their goals. Must be able to work with women from diverse backgrounds. Prior experience working in a teaching or social services role preferred.

Men's Shelter (Open to male students only)

427 Hamilton Street, Schenectady

City Mission's 76-bed shelter provides dormitory housing for homeless men in a safe and caring environment. The Men's Center provides emergency, short-term, and long term shelter to homeless men. We equip men with the skills and resources they will need to make the journey from poverty to a life of sustainability.

- Emergency and long-term shelter for men over 18 years old
- Staff and volunteers equip residents with skills to take the next step in their journey
- A Resident Advocate assists our residents in overcoming coming barriers to more long-term housing and/or job opportunities (ex. lack of social security card, birth certificate, etc.)

Opportunities include:

- **Welcome Desk Support-** provide welcome and operational support at the front desk. Duties include greeting visitors, answering phones, providing information, and other

duties as needed. Must enjoy interacting with people. Must be willing to work with people in crisis and people with diverse backgrounds.

- **Program Support**- shadow and assist staff with variety of advisory roles for residents. This is an opportunity to learn how the shelter supports the residents by connecting them to resources, teaching life skills, and general support. Interns have the potential for program development and operational improvement strategies. Great position for students seeking cross-cultural experience, leadership training, non-profit management with an interest in human services or counseling. Must be a self-starter who comes to us with a clear idea of their goals. Must be able to work with men from diverse backgrounds. Prior experience working in a teaching or social services role preferred.

Dining Center

The City Mission Dining Center serves over 700 meals a day to our residents and community members. The Dining Center is a well-maintained and fully-staffed facility operating 365 days a year.

We provide breakfast, lunch and dinner for our residents each day. Monday through Saturday we serve a meal for members of the community-- anyone can come to receive something to eat!

In addition, we have bagged lunches available at our Welcome Center if someone missed one of our scheduled meals or arrives in the middle of the night when the Dining Center is closed.

Opportunities include:

- Kitchen meal prep- Learn how to cook for large groups with large scale equipment including a pizza oven.
- Operational support
- Menu management
- Dining center hospitality
- Serving on the line

This is a great opportunity for culinary students or students seeking experience in the food or hospitality industry. Must be able to work with people from diverse backgrounds.

Interested in becoming an intern?

[Click here to apply!](#)