



# Internship Application

## INTERNSHIP DESCRIPTION

Good Grief is a non-profit organization whose mission is to provide unlimited and free support to children, teens, young adults, and families after the death of a mother, father, sister, or brother through peer support programs, education, and advocacy. Good Grief creates a community and environment that normalizes grief and honors the individual grief journey. Interns will have the opportunity to assist with the planning, development, and implementation of organizational initiatives. These opportunities will give the interns a hands-on experience and insight into the management of a non-profit organization.

In order to ensure our interns receive a complete learning experience, we require interns to take part in our 36-hour Facilitator Training. This comprehensive training is an engaging experience which develops skills, reframes ideas about death and bereavement, and explores the complexity of the grieving process and variables that impact grief. Additionally, an intern is required to spend a minimum of 10-15 hours per week interning.

Based on professional goals, interests, and school internship requirements, interns will be assigned to one or multiple Good Grief departments. Interns work with our Communications department on marketing and communications efforts to further the organization's mission and reach within the community. With our Development department to implement fundraising events and development activities. With our Program and Education Department to provide peer support and enrichment programming to children and families, as well as education and advocacy to the greater community.

Good Grief, Inc. is an equal opportunity organization. Applicants to intern are considered for participation without regard to race, color, national origin, religion, sex, age, sexual orientation, disability, citizenship status, or any other basis prohibited by law. Good Grief will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities. Good Grief is committed to selecting interns based on their character, ethics, interest and ability to participate in our programs. It is imperative that the character and reputation of our interns be above reproach. Good Grief will perform background checks on all interns, and verify information from references. This is for the protection of our employees, volunteers, and program participants.

## QUALIFICATIONS

Majors: Psychology, Sociology, Social Work, Humanities, Education, Nonprofit Management, Fundraising, Event Planning, Business Administration, Operations Management, Project Management, Marketing, Communications, Public Relations or other relevant majors

Years: Sophomore, Junior, Senior, Graduate

## GENERAL INFORMATION

Name	
Address	
Phone Number	
E-Mail Address	
Anticipated Graduation Date	
Current Year of School	
Major/Minor	
Current GPA	
School Name & Address	
School Phone Number	
Faculty Advisor's Name	
Faculty Advisor's Phone Number	

Semester for Internship:

Summer

Fall

Spring

Internship Credit Classification:

Credit

Non-Credit

Do you have to log a certain number of hours for your internship?

Yes

No

If yes, please indicate number of hours needed to complete internship \_\_\_\_\_

I am available \_\_\_\_\_ hours per week.

Intended start date: \_\_\_\_\_

Intended end date: \_\_\_\_\_

Please select all departments you are interested in working with throughout your internship (Detailed description on page 7).

Communications

Development

Program & Education

Please tell us why you are interested in applying for an internship at Good Grief.

Have you ever been fired or asked to resign from any internship or volunteer position?

Yes

No

If yes, please state the organization and explanation.

Have you ever been convicted of or pled guilty to a crime?

Yes

No

If yes, what type of crime and when did it occur?

Reflecting on past volunteer and work experiences, what can you bring to Good Grief and this internship?

What will this internship mean to you?

Please list relevant academic coursework.

Why do you think it's important to support grieving families?

Please use this space to discuss any additional information, if needed.

### PROFESSIONAL REFERENCES

Please list the names and phone numbers of **at least two** professional references and include the nature of your relationship.

Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:

### APPLICANT'S STATEMENT

Please indicate that you have read and understand each paragraph of this *Applicant's Statement* by placing your initials besides each paragraph.

\_\_\_\_\_ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge.

\_\_\_\_\_ I authorize investigation of all statements contained in this application as may be necessary in arriving at a decision. In making this application, I understand that information as to my character, general reputation, and personal characteristics will be taken into consideration. I consent to this review and to the consideration of any statements of references or former employers are given in response to the inquiry.

\_\_\_\_\_ I hereby release all parties, including Good Grief, Inc. and references, from liability for any injury or damage that may result from their furnishing information concerning me or any decision Good Grief, Inc. makes on the basis of such information.

\_\_\_\_\_ I understand that the questions and inquiries in this application are for the safety of Good Grief staff, volunteers, and, most importantly, families enrolled in Good Grief peer support groups.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## INTERN REQUIREMENTS

- Ability to maintain a high level of confidentiality
- Energetic and eager to tackle new projects and ideas
- Quick to learn and apply new skills
- Self-motivated and shows initiative
- Organizational skills, with attention to details
- Proficient oral and written communication skills
- Proficient in Microsoft Suite, specifically Word, Excel, and PowerPoint
- Communications department- Moderate experience working with social media platforms (i.e. Facebook, Twitter)

## BENEFITS FOR INTERNS

- Gain professional insight and experience
- Develop appropriate professional work standards
- Meaningful impact on the lives of grieving children and families throughout New Jersey
- Build mentor and other network relationships in the workplace
- Flexible work environment that allows interns to develop their own projects and test them in a professional environment

## TO APPLY FOR THIS INTERNSHIP

Submit the completed Good Grief Internship Application, and a resume to:

Morristown Internship:

**Adrienne Shaver, Program Manager**

[Adrienne@good-grief.org](mailto:Adrienne@good-grief.org)

38 Elm Street, Morristown, NJ 08540

Princeton Internship:

**Tyler Ramsin, Program Manager**

[Tyler@good-grief.org](mailto:Tyler@good-grief.org)

5 Mapleton Road, Princeton, NJ 08540

Jersey City or Newark Internship:

**Taylor Simeon, In Community Program Manager**

[Taylor@good-grief.org](mailto:Taylor@good-grief.org)

38 Elm Street, Morristown, NJ 08540

## COMMUNICATIONS DEPARTMENT RESPONSIBILITIES

- Research and creation of marketing opportunities
- Assistance with marketing campaigns
- Research on social media, press releases, ad campaigns
- Strategic planning
- Marketing analytics and data entry
- Interview transcription
- Photography and videography
- Graphic design
- Press releases

## DEVELOPMENT DEPARTMENT RESPONSIBILITIES

- Recruitment for fundraising events
- Planning and day of support for fundraising events
- Assist with third-party fundraising events
- Prospect and sponsorship research
- Grant writing support
- Database research and assistance
- Assist with fundraising incentive programs
- Attend and participate in event related activities and meetings

## PROGRAM & EDUCATION DEPARTMENT RESPONSIBILITIES

- Complete Good Grief's 36-Hour Facilitator Training
- Facilitate peer support groups on Nights of Support
- Assist with set-up, maintenance, and cleanup of all Program spaces
- Assist with paperwork and program materials related to Nights of Support
- Data entry and research relating to Program and Education
- Attend fairs or events with trained facilitators or staff members
- Assist with community outreach
- Assist at enrichment programs