HEART OF WEST MICHIGAN UNITED WAY
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>MSW-Macro / MPH / MPA Intern</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Essential Needs Task Force (ENTF)</td>
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<td>Coalition to End Homelessness (CTEH/CoC)</td>
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<td>Supervisor:</td>
<td>Wende Randall, ENTF Director</td>
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Overview

The Essential Needs Task Force (ENTF) envisions a bright, prosperous future where the dignity and human rights of all people in Kent County are actualized by people-centered systems that guarantee equitable access to opportunities, tools, networks, and resources to meet their current and emerging needs. To advance equitable outcomes for all people in Kent County, we build relationships, foster understanding in the community, reject biased assumptions, and lead policy and process change within systems of transportation, food and nutrition, efficient energy, economic and workforce development, and housing in Kent County. The Coalition to End Homelessness serves as the Continuum of Care (CoC) for Kent County and leads planning in the community’s homeless response system. This internship is an opportunity to do system-level work in conjunction with ENTF/CoC staff and/or community-based partner organizations.

The Heart of West Michigan United Way is the fiduciary and employer of record for ENTF; however, ENTF is not a standard program of the United Way. Nor is ENTF a direct service provider. Rather, we are a convening or backbone organization for collective impact initiatives around essential needs. Over a 12-month period, we typically engage with over 130 local organizations, almost 50 of which participate in two or more of our subcommittees. ENTF carries out our vision and mission through the following action areas.

- Data & Understanding: Build knowledge of the community’s current state using quantitative data, diverse experiences, and intentional storytelling.
- Action & Advocacy: Ensure equitable systems by holding leaders accountable and advocating for policy and process change.
- Community Learning: Build capacity, competence, and confidence for the task force; support partners and community members in their development and leadership.
- Connecting: Support stakeholders in building and strengthening relationships, partnerships, and collaborative efforts.

* Please note that there is not an LMSW on staff, so an MSW intern would need to have secondary supervision available to them through their school.
Desired Skills and Experience:

- Experience coordinating projects effectively with deadlines and shifting priorities
- Group facilitation skills
- Ability to analyze data and prepare reports
- Written and verbal communication skills
- Excellent attention to detail
- Self-directed with ability to prioritize and integrate tasks into the whole
- Experience with or interest in strategic planning and performance measurement, and/or systems planning/coordination
- Advanced understanding of issues facing people in poverty and crises, with a commitment to assist individuals and families achieve stability, health, wholeness, and independence

Potential Projects

Projects and responsibilities will be developed based on an individual's experience and areas of interest as well as the needs of ENTF. Potential projects may include:

- Design and/or implement professional development trainings for community partners
- Collect stories of lived experience through engagement with community members
- Support strategic plan implementation in the action areas of data and understanding, action and advocacy, community learning, and/or connecting
- Engage with local nonprofit, business, and/or government entities to identify opportunities for partnership
- Research collaborative program models across the country and evaluate whether they should be implemented in our community

Cover Letter Questions

If you are interested in discussing an internship opportunity, please submit a resume and cover letter addressing the following questions to probach@hwmuw.org.

1. Describe your interest in and/or experience working with systems-level initiatives.

2. Describe your interest and/or experience working in transportation, food and nutrition, efficient energy, economic and workforce development, and/or housing services.

3. Describe your interest and/or experience working in data and understanding, action and advocacy, community learning, and/or connecting (described above).

4. How do you define equity and why do you think it is important? Please provide at least one example of what equity means within transportation, food and nutrition, efficient energy, economic and workforce development, and/or housing systems.