



**COMMUNITY  
PARTNERSHIP**

*Working Together to Build Strong Communities*

## Ozarks Alliance to End Homelessness Internship

Position: OAEH Project Management Intern

Summary: This on-site internship at the O'Reilly Center for Hope is orientated around the Continuum of Care (CoC), Ozarks Alliance to End Homelessness (OAEH), for Springfield/Greene, Christian, and Webster Counties. This internship will provide the intern with the opportunity to convene and support local stakeholder committees, engage in federal grant management and writing, strategic planning, event planning, and research. If the intern desires, there are opportunities for direct service through shadowing experiences. The intern will work closely with the Continuum of Care Coordinator in an administrative capacity on a variety of projects and initiatives for the Ozarks Alliance to End Homelessness.

Essential Functions:

- Development of the strategic action plan for the OAEH
- Assistance in federal grant preparation, writing and ranking
- Research evidence-based models
- Event planning
- Facilitating OAEH committees and task forces
- Additional duties as appropriate throughout the internship

Skills Required:

- Comfortable working with diverse populations
- Written and oral communication skills
- Strong computer skills, including Microsoft Office
- Ability to work both independently and as part of a team
- Detail orientated
- Strong organizational capacity, including the ability to meet deadlines