

**INTERNSHIP/COOPERATIVE EDUCATION JOB REQUISITION
TEXAS WOMAN'S UNIVERSITY – CAREER SERVICES**

Open Date: August 1, 2009

Closing Date: Ongoing

Beginning Date: August 1, 2009

Rate of Pay: Paid & Non-paid internships: If paid, will depend on qualifications

Hours per Week: Depends on Student's schedule, & hours needed for internship

Title: Family Services Intern, Office Management Intern & Non-profit Management Administrative Intern

Additional Information: Flexible with student's schedule? Yes

Times Needed to Work: Willing to work with student's schedule, flexible hours: office opens from 8am – 6 pm Monday - Friday

Monday	Tuesday	Wednesday	Thursday	Friday

List skills/qualifications needed for this position

- Must be motivated and punctual
- Genuine commitment to the positive and timely recovery of clients
- Ability to cope effectively with the emotional demands of the environment and to interact effectively with a variety of people from diverse backgrounds
- ~~Be~~ creative and insightful in designing events and programs

Application Procedures

Contact us at 972-757-6150 or email us at metrohavenoflove@sbcglobal.net

Contact Info

Company/Department: MetroHaven of Love, Inc.

Contact Person(s): Ms. Sarah Odamah

Contact Person Position: Program Coordinator

Address: 3110 Metropolitan Avenue

Phone: 975-757-6150

Email: metrohavenoflove@sbcglobal.net

Website: www.metrohavenoflove.org

Metrohaven of Love, Inc. is a residential care program that provides transitional housing and supportive recovery services to men, women, and single mothers, who are from backgrounds with mental health, drug abuse, and homelessness. We provide counseling services (group/individual), job assistance and placement, life skills training and education, such as time and money management. Our residents are willing to work on their recovery and attain employment that will help them reintegrate back into the community and become productive members of our society.

Internship and Volunteer Opportunities... Family Services Intern, Office Management Intern; Non-Profit Management Administrative Intern: As an intern or a volunteer, you will have the opportunity to help develop and implement different services and programs that will positively impact the lives of the clients we serve.

Email this form to careers@twu.edu or fax to 940-898-2956.

Please notify the Career Services Office when a position has been filled to assist us in keeping the Internship/Co-op job board and website current for TWU students.

Thank you!

**Career Services • Human Development Building (HDB), Suite 200
Phone: 940-898-2950 • Fax: 940-898-2956**