



A SENSE OF HOME

**POSITION:** Former Foster Youth Program Community Engagement Intern

**CLASSIFICATION:** Course-Credit Internship

**REPORTS TO:** ASOH Community Engagement Manager & Director of Community Impact

**COMPENSATION:** N/A; Course-Credit Only

**SCHEDULE:** Flexible hours - to be determined, approximately 20-25 hours per week; On-site Required with Remote/Hybrid Options

**START DATE:** Flexible; Year-Round Need

**LOCATION:** Hawthorne Warehouse

## **ORGANIZATIONAL MISSION**

A Sense of Home strives to prevent homelessness by creating homes and an ongoing community of care for displaced persons.

## **WHY WE EXIST**

At the moment of displacement an individual or family is at greatest risk of homelessness. We understand that to create a sense of home and sense of community is the most critical step towards preventing homelessness.

The cycle of homelessness begins after an individual or family abruptly loses their home. By providing furniture and home goods with the support of a community of volunteers, A Sense of Home provides the necessary foundation needed for a family or an individual to rebuild their lives and improve outcomes for themselves and those around them.

## **WHO WE SERVE**

Former Foster Youth: 50% of the homeless population spent time in foster care and most young people that enter the foster care system are not adopted. At age 18 or 21, they leave the system without family or community and find themselves displaced. A former foster youth might be able to secure a housing



voucher and a rental apartment but they have absolutely no means to secure the furniture and home goods to make it their home.

**Disaster Recovery:** Over 11 million Americans are displaced by natural disasters in a single year. If trends continue, 1.2 billion people globally could be displaced due to disasters by 2050. The cycle of homelessness begins directly after displacement. Survivors of natural disasters will increasingly stream into homeless populations. After responding to the LA Fires with such speed and innovation by creating the new Disaster Recovery Program, ASOH will bring this program to NY in readiness for when disaster strikes on the East Coast.

Additional programs will be launched in the coming years to support other displaced individuals and families such as women escaping domestic violence and human trafficking.

## **HISTORY**

A Sense of Home was founded in 2014 by Georgie Smith and Melissa Goddard after a random act of kindness. They created a home for a 21-year-old young man who was released from the foster care system into a subsidized apartment with no furnishings and only a trash bag with his personal belongings. Smith's reaction to this young man's cry for help was to create a home using secondhand furniture. What she thought was a one-off random act of kindness became a weekly ritual of community members renting trucks to collect donated furniture and home goods and creating up to four homes every Sunday. By October 2015, Smith formed a board and by March 2016, A Sense of Home was officially born. As of today, A Sense of Home has created 1,100 + homes for former foster youth placing over 3000 young people in beds.

Since launching the Disaster Recovery Program in March, 2025, ASOH has created over 300 homes for 1200 individuals.

After the transformation of thousands of lives — testing and honing the model within the greater Los Angeles area, the homeless prevention model pioneered by A Sense of Home is now expanding to major cities both in the US and internationally.



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## **A UNIQUE SPACE AND OPPORTUNITY FOR LEARNING AND HEALING FOR ALL**

We are committed to action for impact and won't stop learning, listening, growing and serving. We are committed to evolving our work and model to ensuring we always:

- Evolve how we achieve our goals and deepen the impact
- Listen to those we serve
- Partner with organizations that uplift marginalized communities
- Find and implement new tools in our programs that overcome unique barriers to healing
- Amplify more BIPOC (Black, Indigenous and People of Color) voices
- Ensure a safe, inclusive, diverse workplace for employees, volunteers, donors, and those we serve
- Integrate social justice and public health scholars in the development of our organization

## **ABOUT THE POSITION**

ASOH is in a phase of growth with plans to expand both regionally and nationally. We are seeking a **Community Engagement Intern** that will support the Former Foster Youth Program's Community Engagement Manager with various weekly tasks and long-term projects anchored in impact and professional development. This is the perfect internship for a student currently enrolled in higher education and seeking a course-credit internship or service-learning opportunity to gain experience in volunteer coordination, donor engagement, and general nonprofit operations.

## **KEY RESPONSIBILITIES**

The **Community Engagement Intern** will support all levels of volunteer coordination, engagement, and retention with an eye on efficient workflow and time management. Tasks will include:

### **Volunteer Management (50%)**

- Respond to inquiries on volunteer listing sites and help with volunteer scheduling, as needed
- Support CEM with regular Home Creation preparations such as writing



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- name tags, checking for volunteer waivers, or packing supplies
- In coordination with the warehouse team, set up volunteer work stations and come up with new warehouse tasks, as needed
- Support the CEM with overseeing warehouse volunteer shifts while fulfilling warehouse volunteer tasks in the event that additional support is needed
- Send volunteer appointment reminders to scheduled volunteers
- Take photos of warehouse volunteers and upload them to the appropriate Dropbox folders
- Attend Home Creations as needed to provide support when helping furnish a former foster youth's first-ever home

### **Community and Donor Engagement (30%)**

- Support CEM in greeting volunteers, conducting tours, and assigning tasks
- Join CEM on calls with potential new sponsors and volunteer groups to take notes where relevant
- Support Director of Community Impact (DCI) by expanding upon list of local staging companies to reach out to and execute in-kind donation outreach
- Create list of local corporations and begin executing outreach for new Home Creation sponsors
- Support CEM and DCI with event execution for annual Summer Celebration in late July and/or Pay-It-Forward-Ambassador Holiday Event in early December

### **Data Tracking & Clean-Up (20%)**

- Support with maintaining accurate volunteer data in the app and pulling reports related to volunteer engagement
- Additional tasks, as needed

Duties and responsibilities may be added, deleted, modified or changed at any time at ASOH's discretion, to fulfill the Position Purpose. Changes may be made formally, informally either verbally or in writing.

### **QUALIFICATIONS**

- **Availability:** Must be able to be physically present at the Hawthorne warehouse for a minimum of one morning or afternoon session per week,



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specifically on **Thursday, Friday, or Saturday**. (While this is the minimum requirement, additional availability throughout the week is preferred and highly encouraged).

- **Energy:** High energy and a "hands-on" attitude—you enjoy being on your feet and making things happen.
- **Creativity:** Experience creating engaging short-form video content and using social media for advocacy or recruitment.
- **Values:** A deep commitment to treating all people with dignity, kindness, and respect.

## **EDUCATION/EXPERIENCE**

Must be currently enrolled in an Internship Course or Service Learning Course in order to apply.

## **ESSENTIAL FUNCTIONS**

- Familiarity with Google Suite (ex. Gmail)
- Familiarity with Excel
- Self-motivated
- Ability to think creatively and innovatively
- Strong relational skills
- Strong verbal and written communication skills
- Proficient with mobile devices, computers, cameras, scanners, and other related equipment
- Familiarity with working directly with the public preferred (ex. customer service skills)
- Familiarity with documenting/recording information and maintaining logs preferred

## **WORK ENVIRONMENT**

- Transportation - Will be expected to drive or take public transportation to ASOH's Warehouse in El Monte. If driving, must have a valid driver's license with a clean driving record and sufficient auto insurance to comply with state laws.
- Lifting and Moving - Ability to lift 25 lbs
- Impact of Decisions - Requires making decisions that impact the results of co-workers, vendors, sponsors, donors, volunteers etc.
- Pace and Scheduling - Requires meeting strict deadlines and adhering to tight timelines
- Personal Interaction - Requires work with external individuals,



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organizations, businesses or the public. Also, requires coordinating or leading others in accomplishing work activities and work with others in a group or team

## **DIVERSITY EQUITY AND INCLUSION**

ASOH is committed to diversity, equity, and inclusion and strongly encourages people of color, women, LGBTQ+ individuals, and those with protected class backgrounds to apply. We value the individuals that we hire and look forward to creating a positive work environment for all identities.

## **OUR COMMITMENT**

We are committed to not only provide a diverse and inclusive workplace, but we value the health and wellbeing of our team members. We also believe in providing a workplace that fosters advancement and professional development for all employees, conducting our day-to-day business practices accordingly.

## **TO APPLY**

Please send a cover letter and your resume to Andrea Kitchen, ASOH Director of Community Impact, via [andrea@asenseofhome.org](mailto:andrea@asenseofhome.org) referencing your Capstone or Service-Learning Course, ideal start/end date, and ideal hybrid schedule.

Thank you for your interest in interning with ASOH! Learn more about us via [www.asenseofhome.org](http://www.asenseofhome.org) or follow us @asenseofhomeorg.

## **ACKNOWLEDGEMENT**

I understand that this is an unpaid internship. No wages or benefits will be provided and there is no promise or guarantee of employment at the conclusion of the internship. I further understand that this internship is educational in nature and is designed to provide training and experience similar to what would be given in an educational environment, and that I will receive training, mentorship, and learning opportunities that align with my academic or career interests. I further understand that interns are not considered employees and are not entitled to wages for time spent in the internship, that interns will not perform work that would typically be completed by paid staff and interns will not displace regular employees and will work under close supervision of existing staff. I also understand that this internship may be eligible for academic credit



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depending on my school's requirements, and that it is my responsibility to arrange credit with my educational institution.

I further understand that as an unpaid intern with a nonprofit public benefit organization, I am serving in a voluntary capacity and may end my participation at any time. I understand that I am not eligible for employee benefits, including but not limited to health insurance, workers' compensation, unemployment insurance, or paid time off. I also understand that hours are flexible and scheduled to support my academic commitments and learning goals and participation in this internship is at-will and may be terminated by either the intern or A Sense of Home at any time.