



MSW Fund & Relationship Management Intern

Reports to: Allison Green, LMSW (Manager of Partner Training, Support, and Engagement) & Robert O'Hara (Director of Growth & Development)

Schedule:

Resource Development

- Assist in researching and writing grant proposals
- Assist in the work to procure MCAH event sponsorships
- Customer relationship management

Homeless Awareness Month

- Provide support to the planning process
- Attend HAM events as practical
- Provide outreach regarding the month at stakeholder meetings
- Conduct interviews and write first-person accounts of events that are happening or will happen for the promotion of HAM
- Monitor statewide HAM events via GoogleAlerts
- Update the MCAH HAM calendar with statewide events

Advocacy Day

- Assist MCAH to host, promote, and organize an advocacy day event (in person) at the Capitol
- Request and arrange legislative visits with House reps and State Senators.
- Organize teams to hold legislative meetings with their MI House Reps and State Senators
- Create and distribute an evaluation of the event to participants, and report the results

Other Duties:

- Conduct research and write one-pagers, guidance, and research pieces, as directed
- Represent MCAH at meetings with partners, attend conferences and events, as directed