

Organization, Position, & Person Profile



**BACK ON
MY FEET.**

Program Impact Intern

The Organization

Back on My Feet combats homelessness through the power of running, community support and essential employment and housing resources. Operating nationwide, Back on My Feet recruits client members (those experiencing homelessness) at homeless and residential facilities and begins with a commitment to walk and/or run three days a week in the early morning. The second phase of the program, Next Steps, provides educational support, job training programs, employment readiness, employment referrals and housing resources. Please click here to see our program in action:

<http://www.backonmyfeet.org/BoMFVideo>

Since 2007, Back on My Feet has served more than 6,000 individuals experiencing or at risk of homelessness and engaged more than 100,000 volunteers and supporters. Our members have run a collective 500,000 miles and obtained more than 4,000 jobs and homes. Within six months of becoming a Back on My Feet Alumnus, 90% of members maintain their employment, 60% receive a wage increase and 20% achieve a promotion. Every \$1 invested in Back on My Feet returns nearly \$2.50 to the local community through increased economic output from employment and reduction in costs for shelter, medical services, incarceration and drug and alcohol treatment.

Back on My Feet is run like a fast paced, innovative, corporate start-up and led by a former Strategy Consulting Executive from a leading firm. The majority of our senior leadership team originate from corporate backgrounds, and we are entirely privately funded through corporations, foundations and individuals. Our National Board includes many industry leaders from a variety of corporations including Accenture, AT&T and Marriott. We are relentlessly focused on improving the organization's impact and constantly looking at new ways to bring more supporters to the mission.

Through our innovative program, Back on My Feet proves that there is hope, that individuals can achieve things they never thought possible and that there are people who will support them along the way. For additional information, please visit www.backonmyfeet.org.

Our Core Values

Be Results-Driven: Goals: Own them, crush them, seek more. Others are relying on you to deliver. Be decisive. Prioritize. Measure and act on what matters most to our vision, operating with speed and simplicity. Own mistakes, learn from them and do better.

Be Bold: Think BIG. Innovate. Take calculated risks. Be entrepreneurial. Seek to develop new ways we can enhance and grow our mission. Identify challenges, solve problems, create solutions. Take initiative but ask for help when you need it.

Be Respectful: Embody integrity without compromise. Recognize what you can control, what you can't and have the wisdom to know the difference. Engage in direct, transparent and respectful dialogue.

Embrace Change: Be nimble, flexible and ready for change. Drive change for the benefit of the vision. Thrive in ambiguity. Take initiative to find ways to harness change and drive innovation. Be a champion of organizational transformation with members, volunteers, donors, partners and staff.

Welcome Diversity: Seek, encourage and celebrate diversity as an opportunity to learn and grow stronger communities. Pursue and embrace diverse perspectives to better move our vision forward. Work together to create an inclusive workplace that values the voice and dignity of every individual.

Win Together: Engage in purposeful collaboration to achieve our vision. Leverage collective genius—embrace the value of colleagues' expertise and have the humility to tap into it. Cultivate each employee's strengths and abilities to support the mission. Work as ONE united team across the country.

Aim Higher: Own your journey. Be empowered to drive value to strengthen our vision. Strive everyday to perfect your craft. Find the balance you need to excel but also take care of yourself.

The Position

Based in Baltimore, MD the Program Intern is an unpaid, in person internship role that focuses on supporting all aspects of Back on My Feet program impact from member (client) enrollment to member employment and beyond! The Program Impact Intern will work independently and directly with the local Back on My Feet community; this intern position is primarily responsible for supporting our community holistically and creating a welcoming team!

Specific Responsibilities will include:

- Supporting and building relationships with the local Back on My Feet (BoMF) community to include program staff, facility partner staff, volunteers, and members (BoMF clients), ensuring a welcoming and inclusive community.
- Assisting members from orientation through employment; the program impact intern support will include, but is not limited to member onboarding, goal planning activities, resume creation/editing, job searching, and resource connection for support beyond the employment journey.
- Populating, organizing, and maintaining digital records for members and volunteers.
- Assisting in planning events and social activities for the local BoMF community.

Qualifications & Experience

- Previous experience or interest in working with homeless, at-risk, or underserved populations a plus.
- Ability to communicate effectively with diverse populations.
- **Atypical work hours including 5:30-6:30am circle ups with the community to walk/jog/run two times per week (M/W/F); some flexibility in hours and days of internship.**
- **Ability for in-person work on Tuesdays from 1-5pm (or a 3-hour block in that timeframe)**
- Ability to travel to multiple locations within the city.
- Demonstrated relationship-building skills (restorative justice or motivational interviewing a plus)
- Strong written and verbal communication skills
- Desire to develop a strong understanding of the homelessness services landscape in local city.
- Comfortable working in-person with individuals residing in sheltering and recovery facilities

Program Requirements

- Proficient in Microsoft Office (Word/Excel/PowerPoint)
- Ability to learn a variety of reporting and data tracking systems including case management software; bold in asking questions to achieve understanding.
- Strong interest in working in a unique way to support your local community!
- Bilingual Spanish/English a plus, not required

**This is an unpaid internship but can be taken for school credit.
Please check with your school for more details.**