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Mission Statement

Main Street Ministries Houston is a Christ centered volunteer empowered organization focused on effective solutions for those of our community in crisis providing them the opportunity to change their lives for good.

— MSMH Mission Statement

Main Street Ministries Houston's goal is to provide encouragement, support, and solutions that empower individuals and families to grow to their God given potential and live stable and healthy lives. We are dedicated to assisting persons and families along pathways to self sufficiency. We provide multiple services to assist persons actively engaged along the pathway to self sufficiency by providing (1) emergency assistance to persons experiencing an immediate and documented crisis in employment or income (2) assistance in obtaining identification and (3) weekly spiritual development activities as well as biblically based support and encouragement that provide a foundation to strengthen personal relationships.

The Social Services Department of Main Street Ministries Houston is in the process of designing and developing a spiritually based homelessness prevention program for families. The Program Development & Partnership Intern will work directly with the Social Service Department Program Director in the development phase of this new program. Because of the structure of the organization and the alignment of the program functions, the intern will also work on projects that impact other programs both internally and externally. This will provide the opportunity to practice intra-agency and interagency communication and collaboration with other staff at various levels.

The purpose of this internship is to gain exposure to and experience with multiple levels of program activity in order to understand, with depth, the complexities and considerations of program planning including understanding the foundation of service program design, using data to increase agency ability to identify program/population service needs, and leveraging data to strategically build capacity through partnership. Benefits include gaining first-hand experience with the process of collaborating to increase capacity and using an information management system to drive data driven decision making.

Job Title Program Development & Partnership Intern

Reports To Director of Social Services

Core Responsibilities/Educational Benefits/Learning Objectives:

<i>COMPONENT</i>	<i>RESPONSIBILITIES</i>	<i>LEARNING OBJECTIVE/EDUCATIONAL BENEFIT/*DELIVERABLE</i>
Program Design & Development	Become familiar with the Social Service program theoretical frameworks, logic models, and outcome targets.	Gain basic understanding of the foundational components of program design Gain a basic understanding of how these components of program design contribute to program policies, processes, and procedures
Capacity Building	Work with the Director and internal/external partners to ensure strategic partnerships are in place to address capacity gaps. Assist Director in developing partner relationships and creating/updating community partnership requests including MOUs/MOAs.	Understand the benefits of partnering to increase capacity Gain experience communicating with current and potential community partners regarding the work of Main Street Ministries Houston's Social Service Department and identifying collaborative opportunities that increase capacity to serve a target population. <i>*Deliverable = >5 agency contacts and partnership opportunity reports</i> Gain basic experience crafting an agreement that addresses the needs and expectations of two agencies or programs entering into a partnering relationship <i>*Deliverable = 1 MOU/MOA</i>

<p>Quality Management</p>	<p>Assist Director in implementing MOU/MOA agreements.</p> <p>Work with the Director to ensure that data collection procedures and reporting mechanisms are properly designed and implemented to support partnership requirements for the Social Service Department</p>	<p>Understand how partnership agreements, contracts, and other requirements impact policies & procedures as well as reporting and data collection requirements</p> <p>Develop understanding of the relationship between considerations such as the agency's staffing, work flows, outcome measures, and the use of an Information Management System when developing a Quality Management Plan to ensure program requirements based on outcomes, partnerships and agreements are properly monitored on an ongoing basis</p>
<p>Data Analysis & Reporting</p>	<p>Assist in the preparation, review, and presentation of at least one monthly data report for the Social Services team, Program Director and/or Executive Director.</p>	<p>Gain experience analyzing data and preparing data reports. This exercise provides a foundation for understanding the relationship between developing outcomes, collecting data and the ability to communicate program goals & successes to current and potential partners and funders.</p> <p><i>*Deliverable = 1 data report as requested by the Social Service Director</i></p> <p>Gain practice in and develop confidence in creating and delivering presentations.</p> <p><i>*Deliverable = 1 report/ presentation + attendance at monthly Social Service Department Meetings</i></p>

**Perform other duties assigned as related to the learning objectives listed above*

Job Dimensions/Other Requirements

The intern will be expected to be present as required at the Main Street Ministries Houston office for 35 hours weekly between Monday and Friday unless otherwise agreed with the Social Service Director. Some duties may be completed remotely. If scheduled events include evenings daily schedules must be adjusted to accommodate 35 hour weekly time requirements. Some travel may be required to attend relevant meetings. The total number of

weekly hours is required however the daily schedule may be adjusted to meet both the intern and program needs. The expectations include the Program Development and Partnership Intern's demonstration of independent motivation to discover new learning opportunities, clear communication with the Director, compliance with work hour requirements and completion of specified deliverables. Deliverables should demonstrate the student's thoughtful incorporation of concepts learned through experiences and discussions held while at the placement. The student is encouraged to ask many questions and will work closely with the Director allowing opportunity for ongoing teaching moments.

This internship placement operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While this role most often includes sedentary work (desk and phone) some special projects may include physical activity.

Community Impact/Outcomes & Deliverables

Understanding the foundation of program planning increases the intern's breadth of knowledge concerning the Social Service Department's programs and the logic of the program structure. This is important when communicating the mission, service scope, rationale for the program's existence and expectation of positive impact on clients to potential community partners. This speaks directly to increasing the opportunity for partnership which (1) builds capacity for clients to be served in a more comprehensive manner also improving their opportunity to meet service goals (2) allows opportunity for community service partners to strategically divert funds that may otherwise have been used to duplicate services to other areas in order to address actual service gaps or unaddressed client and/or community needs.

Student Qualities/Experiences Desired/Qualifications & Requirements

The ideal intern will possess the following desired qualities:

- A. General:
 - 1. Comfort working in a faith based environment
 - 2. Desire to learn more about faith based service program design, capacity building, and quality management.
 - 3. Interest in affecting positive change in the lives of persons and families
 - 4. Some knowledge of data collection and data analysis
 - 5. A positive attitude
 - 6. Professional dress/attire

- B. Education:
 - 1. High School Diploma + 2 years higher education

- C. Skills & Abilities:
 - 1. Ability to work as part of a professional team
 - 2. Familiarity with general office equipment
 - 3. Familiarity with data/information management systems
 - 4. Proficiency with Microsoft Office Suite and other software as needed
 - 5. Ability to respond professionally and timely to requests
 - 6. Ability to communicate effectively in both written and verbal forms
 - 7. Ability to process large volumes of information and prioritize activities
 - 8. Strong organization skills
 - 9. Ability to demonstrate phone and professional communication etiquette

D. Competencies:

1. Motivation to Increase Technical Capacity
2. Personal Effectiveness/Credibility/ Thoroughness
3. Professional Communication Proficiency
4. Adaptability/Flexibility
5. Initiative

For more information about Main Street Ministries, please visit www.msmhouston.org . To express interest in the Program Development and Partnership Intern position contact the Director of Social Services at flevias@msmhouston.org