



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Bread for the City

**Internship Location:** 1525 Seventh Street, NW, Washington, DC 20001

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ or must include the period:

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 8:00 am                      End Time: 5:00 pm  
Lunch break: flexible (duration)                      (specific time, if applicable)

**Additional Information**, if necessary: We operate on a 36 hour week schedule; 9 hour days, Mon-Thurs.

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

## **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

Bread for the City was founded in the 1970's as two different organizations—Bread for the City, a food pantry and clothing room—and Zacchaeus Free Clinic. In 1994 the two organizations officially merged with the purchase of our 7<sup>th</sup> Street Center in NW Washington, DC. At Bread for the City, we share a vision of Washington, DC as a nurturing community where all residents have access to the basic material resources they need for survival and growth, and the prosperity of their social, emotional, and spiritual lives.

Bread for the City offers five program services to low-income residents of Washington, DC: food and clothing distribution, primary medical care, legal advice and representation, and comprehensive social services. All services are free of cost to eligible DC residents, and are provided under one roof in an atmosphere of dignity and respect. We

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

promote the mutual collaboration of clients, volunteers, donors, staff, and other community partners to alleviate the suffering caused by poverty and to rectify the conditions that perpetuate it.

Thanks to the efforts of our 63 staff, thousands of volunteers and the contributions of thousands in the community, Bread for the City helps more than 10,000 people each month.

For more information about the history of Bread for the City and the services we provide, please feel free to browse our website at <http://www.breadforthecity.org>.

A Princeton Intern would assist us filling by roles that our other full time staff cannot—conducting intakes during busy hours or shifts not covered by regular volunteers, then helping to coordinate advocacy efforts, writing to council members, planning and attending rallies and other community actions, and many other varied responsibilities listed below. The downturn in the economy has brought more clients to our doorstep without an increase in our capacity: the Intern will provide another valuable set of able hands and refreshing enthusiasm.

### Internship Description

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

#### **Advocacy and Intake Internship**

Intake is the first point of contact for all Bread for the City (BFC) clients. At Bread for the City we strive to provide comprehensive services to our clients. As such, it is important to have a clear picture of our clients and their needs, right from the beginning. Intake is a computerized interviewing system designed to get as much information as possible about our clients so that we may determine which BFC programs or public benefits they qualify for, and how we can best serve them. The successful candidate will conduct these intake interviews when regular intake volunteers are unable to complete assigned shifts.

In addition to helping us better serve our clients, these interviews also allow us to connect with a large number of clients and build our advocacy efforts. Advocacy is an integral part of our work at BFC. While there are numerous opportunities for advocacy in DC, BFC has chosen to focus on housing issues for homeless and low-income residents of the city.

Advocacy activities may include, but are not limited to:

- Write at least one blog post per week on various topics
- Participating in Social Services and Advocacy meetings within BFC
- Attending DC City Council meetings and rallies
- Assisting in planning of and take part in various community actions

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

- Staff tables at community outreach events
- Create handouts for clients to register with community advocates programs
- Update the Community Contacts Database
- Cultivating relationships with local housing and community resources to assist our clients in obtaining low-income housing
- Maintain the resource rooms where clients can locate important up-to-date information about services, government agencies and advocacy campaigns.
- Capture advocacy initiatives on video and via photos

Intake activities may include, but are not limited to:

- Conducting intake interviews with new and returning clients of BFC
- Developing and maintaining expertise in public and private resources available to low-income residents served by BFC
- Coordinating intake services with the SE Intake/Community Resource Coordinator
- Managing the intake volunteer's schedules in NW
- Assisting the NW and SE Intake Coordinators with the creation of intake training curriculum and assist in the training of volunteers
- Updating and stocking resource flyers, pamphlets, and notices for intake volunteers and clients
- Collecting and managing data from the intake process for use in agency advocacy projects

A student working with us will develop very strong communication skills by working closely with a team, and by interacting regularly with a very diverse population of clients. He or she will also develop necessary professional skills like organization, and efficient time-management, as well as good self-presentation and representation by attending local advocacy events, workshops and council meetings. In addition, she or he will have the opportunity to work in the warm and caring social environment of dedication to social justice that thrives at Bread for the City.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

The successful candidate must be committed to working with low-income DC residents in a community based setting. He or she must be creative, flexible, and have strong time-management skills. In this position, communication is of the utmost importance. The successful candidate must have excellent written and oral communication skills,

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



## Princeton Internships in Civic Service

preferably in both English and Spanish. In addition, the successful candidate must have strong interpersonal skills and the ability to work with a wide variety of people, including immigrants and the mentally ill population. He or she must be self-motivated and able to work without constant supervision or direction. Above all, the successful candidate must have a passion for serving others and commitment to advocacy and the mission of Bread for the City.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)