



Princeton  
Internships in  
Civic  
Service

## PICS 2010 Internship Description

**Organization Name:** Neighborhood Interfaith Movement

**Internship Location:** 7047 Germantown Avenue, Philadelphia, PA 19119

**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: 9 am                      End Time: 5pm but flexibility both acceptable and occasionally necessary  
Lunch break: 1 hour (duration)                      (specific time, if applicable)

### **Additional Information, if necessary:**

(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.*

The Neighborhood Interfaith Movement (NIM) is a 40-year-old and growing non-sectarian coalition of over 55 religious congregations (Christian, Jewish, Unitarian, and Muslim) and faith institutions in and near Northwest Philadelphia. Unique among interfaith groups nationwide, NIM engages in direct service on behalf of the faith communities it represents. According to our newly revised Vision and Mission statements, **“NIM envisions a just and caring community grounded in the shared values of individuals and diverse faith traditions, and mindful of the interconnectedness of life. NIM transforms neighborhoods by engaging its staff, volunteers, and people of all ages – including community and business leaders, clergy and laity – in service and social justice advocacy.”**

Since its founding in 1969, NIM has developed housing, facilitated the establishment of a business improvement district, started crime victims services, and administered grants to local congregations for new and innovative programming. NIM is annually responsible for a Martin Luther King, Jr., Celebration and a Children’s Sabbath Celebration, as well as other interfaith events and a race dialogue group. NIM’s Healthy Homes responds to the

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



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challenges of “environmental justice” by providing free environmentally friendly pest control materials to home-based childcare providers and families in low income areas. NIM also sponsors a Teen Leadership Institute that culminates with an Outward Bound experience for teens, many of whom have never traveled beyond their own neighborhoods.

NIM’s twenty-member professional staff, of diverse ethnic and religious backgrounds, works primarily in two areas of human services:

- *NIM Children and Families* offers training, resources, support, site visitation, and technical assistance to child care workers serving low and moderate income neighborhoods; teaches new skills to operators and providers in childcare centers; sponsors classes leading to a Child Development Associate (CDA) degree; provides parenting classes for mothers and fathers; and operates an Early Childhood learning Center that lends toys and learning kits to child care providers and families. By January 2010 NIM will have incorporated several other training agencies into its operations and become the largest neighborhood-based early childhood training organization in the city.
- *NIM Older Adults* aids adults living both at home and in long-term care settings. Our Long-Term Care Ombudsmen handle hundreds of complaints annually from residents of long-term care settings. Our Resources for Older Adults Living (ROAL) program helps community groups, congregations, and individuals work toward making Northwest Philadelphia an Elder-Friendly Community where older adults age in place and live full and stimulating lives. Our ROAL directory, online and fully searchable, was originally a 100-page print volume prepared by a former Princeton intern. The department sponsors a community education and discussion series on many aspects of aging. Together with the Ralston Center, we have just formed a separate nonprofit to provide low-cost fee-for-service chore assistance to older adults of moderate means, while volunteers will provide assistance to low-income residents who cannot afford such services.

NIM’s offices are in a desirable and diverse neighborhood only a few miles from downtown Philadelphia.

NIM has valued the presence of a Princeton intern most summers since 2004. They have been welcomed as new, vibrant, and creative voices to our staff. We appreciate the fresh perspectives that interns have brought to work, even beyond the specific tasks the interns have undertaken.

### 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.*

The expansion of NIM child care work into neighborhoods throughout the city, coupled with grants recently received from two foundations, have placed NIM in a position to greatly increase its impact on our local community and city-wide. We are looking to enhance our ability to communicate clearly what we do and why we do it to a broader audience. To that end we seek an intern to serve as a **Publications Assistant**, whose major responsibility would be to create new brochures and other materials for distribution, in addition to assistance with existing regular publications, such as NIM’s Annual Report and quarterly newsletter, and with updating information on the NIM website. The intern would

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spend the first weeks familiarizing him/herself with NIM's programs, then build upon NIM's existing PR materials to create new and vibrant publications. The intern would become familiar with the Adobe Suite of graphics programs. We would also arrange opportunities for the intern to meet local newspaper writers and editors as well as instructors from the LaSalle College Journalism program, with the hope that the intern might get NIM-related stories published in local papers. The internship would be ideal for the graphics-savvy, creative young woman or man looking to add to her/his design portfolio. By late 2009 NIM will have a completely revised website ([www.nimphilly.org](http://www.nimphilly.org)) that the web-savvy intern could work on as well.

Benefits to the intern:

- Opportunity to learn about the operations of a non-profit "from the ground up"
- Chance to apply existing skills to a new project
- Chance to learn new computer program(s)
- Opportunity to further build a portfolio of creative materials for use in future job searches
- Meet community leaders
- Help grow a non-profit that is moving into a new and enlarged arena of work and influence

### **Intern Qualifications**

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

- Skilled in use of a desktop publishing program and willingness to learn the Adobe suite if not already familiar with it. Intern should have a "portfolio" of materials available to demonstrate graphics skills.
- Excellent writing skills
- Outgoing and able to conduct interviews and seek information from NIM staff and outsiders
- Enthusiastic about working with people of diverse racial and religious backgrounds
- Prepared to work with staff to problem solve and develop new programs
- Flexible and ready to work independently

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