

Internship Position Description *Fall 2026*

Internship Title: Agency History & Digital Storytelling Intern

Supervisor: Advancement Manager

Preparation: Complete agency New Entry Training. Requires working toward a degree emphasizing history, anthropology, archival or museum studies, communications, nonprofit administration, or a related field.

Position Summary: Resilience is looking for an intern to help us preserve and share our agency's history. This semester long project focuses on digitizing historical files and creating a clear, engaging timeline that highlights key moments in our journey of supporting survivors and strengthening our community. With this in-person internship, hours are flexible based on academic requirements. You will gain hands on experience in archival digitization and historical research, insight into nonprofit work and mission driven storytelling, and a meaningful project that supports survivors and preserves our legacy.

Specific Activities:

1. Sort, scan, and organize archival documents, photos, and materials.
2. Create digital files and maintain organized folders for long term use.
3. Review materials to identify important milestones and themes.
4. Build a comprehensive timeline that reflects our growth, services, and impact.
5. Work with staff to confirm accuracy and gather context when needed.
6. Assist with any storytelling or display needs related to the project.

General Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings, staff and team meetings, and other planning opportunities.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

Physical Requirements: Normal office environment requiring standing, sitting, keyboarding, lifting up to 25 pounds and movement around the facility. Ability to transport clients to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

About Resilience: The mission of Resilience: Advocates for Ending Violence is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties.

For office use only

Volunteer/Intern signature: _____

Supervisor signature: _____