

MANYMOTHERS

Strengthening Our Families, One Baby at a Time

Position title: Operations Intern

Reports to: TBD

Location: Santa Fe, NM

Time Commitment: 10 hours per week

Employee Status: Contractor

Posting Close Date: Friday November 4, 2022

Background

Many Mothers' mission is to provide in-home services and wraparound care to achieve health equity and wellbeing for babies and their caregivers in Northern New Mexico.

Many Mothers provides services to all families in Northern New Mexico at no cost. Our long-standing **Maternal Support Program** provides practical, hands-on support to all families in Santa Fe, Rio Arriba, or Los Alamos counties with infants 0-6 months. By connecting families to trained volunteers, we can ensure parents have guidance and an extra pair of hands when caring for new babies.

Families can additionally be enrolled in and/or receive help from:

- Our **Safe Sleep Program**, which promotes and educates families about current safe sleep practices. Our staff provides research-based education that is proven to reduce the incidence of SIDS (Sudden Infant Death Syndrome) in our community. Safe sleep supplies are available for income-eligible families.
- The **Navigation Program**, which connects families to community resources in order to support positive outcomes for families and their children. Our case management focuses on parenting education, housing/rental support, transportation, food, safety, utilities, and more.
- The **Village Closet**, which holds new and gently used items such as clothing and books for children ages 0-3. Here, families can receive items they need for their children free of charge or on a donation basis.
- The **Babies' Basic Needs** and **Farm-to-Families Programs** provides basic needs supplies (diapers, baby food, hygiene supplies) and food from local farms to income-eligible families in Northern New Mexico.

Summary of Position

Many Mothers is seeking a highly skilled and organized individual to serve as our organizational intern. This position will involve, in many cases, being the first point of contact for those interested in Many Mothers' offerings. The ideal candidate will enjoy effectively communicating with the public as well as developing internal systems of record.

Primary Roles and Responsibilities

- Manage our intake and informational hotline by responding to voicemails within 24-48 hours and forwarding to the correct staff person
- Effectively track all calls/correspondences and reliably impart Many Mothers' resources and information to the public; potential/current donors, volunteers, and community partners; and others
- Involvement in the Caregiver's Meetup Group
- Post to Many Mothers' social media accounts at least weekly

Minimum Education Requirement

- Currently enrolled in one of the following degree programs, or possess an Associate's degree or higher, in: Nonprofit Studies, Business Administration, Office Administration, or a closely related field of study

Minimum Experience Requirement

- At least 6 months of secretarial work, office management, and/or data entry;

Preferred Qualifications

- Intermediate Spanish language skills
- At least 6 months working, volunteering, or interning in a nonprofit organization or a governmental organization that focuses on administering social services

Internship Opportunity Outcomes

- Be an integral part of an established nonprofit organization
- Ability to work remotely
- Gain operational work experience
- Stipend as well as access to varying resources
- Solid reference for future job pursuits

Compensation & Time Commitment: The stipend for this contracted internship is \$300/month and access to available Many Mothers resources, if qualified. This position can be performed mostly remote, with standard in-person meetings as needed. This position may also need to be available to be in-person at least once per month for the Caregiver's Meetup group.

To apply, please send hiring@manymothers.org a:

1. *A short cover letter* that incorporates answers to the following questions:
 - a. What do you hope to gain from this internship?
 - b. What experience with systems management do you possess?
2. *Resume*

Many Mothers is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status.