



**Minnesota Coalition  
For The Homeless**

# Internship Application

Use this application form to apply for all Minnesota Coalition for the Homeless internships.

Make a copy of your application for your personal records before sending it to MCH.

If you are applying for multiple internships, you only need to complete one application.

Please sign each page of your application before sending it to us.

You may use additional sheets of paper to provide more detailed information than what may fit within the space provided on various questions of your application.

Please include an up-to-date resume with your application.

Make sure your application is complete before submitting it.

You may mail, fax, or drop off in person completed applications at the address listed below.

In most circumstances our internships are unpaid. However, we try to make up for it by providing internees with a meaningful opportunity to effect social change.

## **Minnesota Coalition for the Homeless**

2233 University Avenue West #434 | St. Paul, MN 55114

Tel: 651.645.7332 | Fax: 651.645.7560 | E-Mail: [info@mnhomelesscoalition.org](mailto:info@mnhomelesscoalition.org)

# Personal Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Availability

When are you available to perform your internship?

Earliest possible start date (mm/dd/yyyy): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

End date (mm/dd/yyyy): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Which MCH internship(s) are you applying for? Check only those internships for which you are applying. If applying for more than one, please rank your top three choices 1 – 2 – 3 (1 being your top choice and so on).

**ORGANIZING** (past interns have arranged citizen accountability sessions with state legislators, facilitated lobbying events at the state capitol, put together educational events at schools and churches for national hunger and homelessness awareness week, and worked with people experiencing homelessness).

**POLICY RESEARCH** (past interns have researched and developed a variety of fact sheets on issues facing youth, battered women, low income working families, homeless families, and homeless adults struggling with mental health issues).

**LOBBYING** (past interns have tracked legislation, developed fact sheets for committee hearings, and prepped citizens to testify on Coalition sponsored legislation).

**TECHNICAL ASSISTANCE** (past interns have organized the coalition's annual conference and put together provider forums on a variety of topics of interest to homeless service providers).

**COMMUNICATIONS** (past interns have redesigned our website, revamped our newsletter, developed powerpoint presentations, and created displays).

\_\_\_\_\_  
Applicant's Signature

## Past/Current Community Service

Describe how you have reached out to help others and/or how you have been involved in your own community. Elaborate on why you decided to serve or get involved and what you received in return – that is, what you learned and what you discovered about yourself. Think in broad terms. Attach a separate sheet of paper if you need more space.

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Applicant's Signature

How have you been involved in your community? If you served in an organization, include the organization name, location, dates, and phone number. List your most recent activity first. Attach a separate sheet of paper if you need more space.

## Motivational Statement

Why do you want to intern at MCH? What could you contribute to MCH as an intern? What do you hope to gain from interning at MCH? If you need additional room, attach a separate piece of paper and limit your response to 500 or fewer words.

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Applicant's Signature

## Skills and experience

Listed below are skill areas that we may find useful and may seek in applicants. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience, and indicate how you gained those skills.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Communications             | <input type="checkbox"/> Community organizing | <input type="checkbox"/> data entry       |
| <input type="checkbox"/> Organizational development | <input type="checkbox"/> Word processing      | <input type="checkbox"/> Fine arts/crafts |
| <input type="checkbox"/> Computer networking        | <input type="checkbox"/> Education            | <input type="checkbox"/> Law              |
| <input type="checkbox"/> Fundraising/grant writing  | <input type="checkbox"/> Leadership           | <input type="checkbox"/> Public Speaking  |
| <input type="checkbox"/> Recruitment                | <input type="checkbox"/> Teaching/Tutoring    | <input type="checkbox"/> Writing/Editing  |

Provide any additional skills and/or experience that may be helpful in evaluating your application:

Do you know or have you studied any language other than English?

Language: \_\_\_\_\_ Years studied (or spoken): \_\_\_\_\_

Speaking ability:  Excellent  Good  Adequate  Fair  Poor

Writing ability:  Excellent  Good  Adequate  Fair  Poor

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Applicant's Signature