



Title: Intern for Employee Eldercare Program (Unpaid)
For academic year, starting Fall 2017

Reporting To: Montrella Cowan, LICSW, Eldercare Consultant

Department: Consultation, Care Management and Counseling (CCMC)

SUMMARY: Are you interested in the buzz about the aging baby boomer population? Do you want to support caregivers who are employees to achieve a work/life balance in the workplace? Iona Senior Services has a unique partnership with a national corporation to provide an onsite eldercare program to its employees who are caregivers. With this partnership of nearly two decades and more than 3000 employees as clients, Iona provides an eldercare consultant who is based in the corporation's DC office. We are looking to expand our capacity to help employees.

Iona's employee eldercare program is multifaceted and we seek a talented intern who seeks new learning opportunities and is willing to assist with a variety of tasks. As an intern you will get to work with staff at a nonprofit and at a for-profit organization, while working with real projects that will help us grow. Our ideal candidate is someone who has strong communication skills, is creative and thoughtful, has good interpersonal skills, has exceptional research skills, and is committed to helping employees maximize productivity and reduce stress related to caregiving.

What you will learn:

1. How to identify and address the needs of caregivers and aging adults in the workplace.
2. How to summarize evaluations and feedback surveys for the benefit of the program.
3. Administrative precision by maintaining current policies, procedures, web pages, etc.
4. Track relevant legislation and information that benefit caregivers and aging adults.
5. Coordinate educational opportunities through resource development and marketing.

What we require:

1. Background in social work, human resources, marketing, communications, business management, or other related discipline.
2. Strong communication skills, including writing and speaking.
3. Proficiency in Microsoft Office Suite.
4. Interest in nonprofits, gerontology, and human resource/employee assistance programs.
5. Organizational skills with the ability to prioritize time-sensitive assignments.
6. Creativity and flexibility.