



Summer 2017 Internship Opportunities at HSA Headquarters

Niina Jewell
May 19, 2017

Dear brothers and sisters,

Every summer, HSA Headquarters has exciting internship opportunities for college students and/or recent graduates! We already have 6 interns for the summer in the Media, HR, Legal, and Evangelism Departments. However, we are still looking for interns in the Legal, Finance, and BFM Departments. The BFM Intern document is still being finalized, but please take a look at the internships available and share with the members of your church and community.

If you or anyone who may be interested has questions, please feel free to contact me at [212-997-0050 ext 604](tel:212-997-0050).

Thank you!

-Niina

--

Niina Jewell
Human Resources Manager
HSA-UWC
Phone: [212-997-0050 Ext. 604](tel:212-997-0050)
Fax: [646-513-4939](tel:646-513-4939)

[Legal Intern Program Outline](#)

[Finance Intern Program](#)

[BFM Intern Program](#)



FFWPU-USA

Family Federation for World Peace and Unification

Intern With FFWPU-USA Legal Department

Summer 2017 (June-August):

Objective

This internship is a 3-month program giving law students and recent law graduates the opportunity to get acquainted with a variety of legal experience related to the operation of a non-profit organization, gain experience in maintaining a non-profit, record keeping, preparing drafts of legal documents, and database management.

Qualified Participants

Participants should be current college students or new graduates pursuing a career in the legal field, or non-profit management. They should possess strong written and oral communication skills and computer skills, and be committed to maintaining confidentiality.

Work & Schedule

Internships are available on a full time and part time basis. For the majority of the time Interns will work at the FFWPU Headquarters Office located at 481 8th Ave, New York, NY. Occasionally they may be asked to work off-site. Interns are expected to work Mondays through Fridays, 10AM - 5PM, depending on full time or part time status.

Compensation

Full time interns receive a transportation and lunch stipend of up to \$100 a week to help defray the cost of travel and meal expense. A stipend for part time Interns would be set based on the agreed upon schedule. Each Intern is responsible for his/her own room and board. At year end, Interns will receive a 1099 tax form from FFWPU for tax purposes.

Supervision

Interns will work under direct supervision of Legal Office Director, Kaye Allen. She can be reached by phone at 212-719-4980 and by email at kallen@unification.org.

Emergency / Medical/ Dental Information

Interns are required to provide us with emergency contact information and any medical/dental coverage information.

ONE FAMILY UNDER GOD

Intern Code of Conduct

Interns must agree to the Intern Code of Conduct and adhere to it throughout the course of their internship.

1. Interns will meet regularly with their supervisor.
2. The intern agrees to maintain a professional demeanor in the workplace (appropriate language, attire, and attitude).
3. The intern understands that they will be outwardly representing the organization at all times during the course of the internship, and act accordingly.
4. The intern commits to performing their daily duties in a professional and timely manner.
5. The intern agrees to respect and commit to the organization's mission statement and goals.
6. The intern agrees to abide by American labor laws and any applicable professional codes of conduct.
7. If the intern has any problems with their work arrangements, they should go through the proper channels to remedy the situation.
 - a. First they should communicate the problem with their Mentor.
 - b. If the problem does not get solved, the intern should communicate the problem to the Mentor's Supervisor.
 - c. Lastly if the problem is still not fully resolved, the intern should communicate the problem to the Director of Human Resources.

Termination of Internship:

Potential Interns must agree to the Intern Code of Conduct and adhere to it throughout the course of their internship.

- I. Once on board, the decision to terminate an internship is at the discretion of the intern's supervisors. The intern also reserves the right to resign from the internship.
- II. Refusal to follow the Intern Code of Conduct is grounds for immediate termination of an intern's account.

Intern with FFWPU-USA Finance Department

Summer 2017 (May- August):

Objective

This internship is a 2 to 3 month program offering a student or recent graduate the opportunity to get acquainted in the field of finance, specifically relating to accounting in a non-profit organization. This program will give the student experience in accounting by data entry work and creating financial reports through QuickBooks, Excel and Access.

Qualified Participants

Participants should be current college students or new graduates pursuing a career in finance or accounting, have basic knowledge in accounting and moderate computer skills in Microsoft Excel. Knowledge in Microsoft Access is preferred but not required. Participant is responsible to maintain confidentiality while dealing with the organization's financial information.

Work & Schedule

This internship is available on a part time basis. The Intern will work at the FFWPU Headquarters Office located at 481 8th Ave, New York, NY. A part time schedule is typically 2 to 3 days per week on weekdays, for 6 hours per day, though an alternative schedule is possible.

Compensation

Part time interns will receive a stipend of \$11 per hour, to defray the cost of transportation and meals. Each intern is responsible for his/her own room and board. At year end, interns will receive a 1099 tax form from FFWPU for tax purposes.

Supervision

Interns will work under direct supervision of the Controller, Chohei Shimizu. He can be reached by phone at 212-997-0050 ext.609 and by email at cshimizu@unification.org .

Emergency / Medical/ Dental Information

Interns are required to provide us with emergency contact information and any medical/dental coverage information.

Intern Code of Conduct

Interns must agree to the Intern Code of Conduct and adhere to it throughout the course of their internship.

1. Interns will meet regularly with their supervisor.
2. The intern agrees to maintain a professional demeanor in the workplace (appropriate language, attire, and attitude).
3. The intern understands that they will be outwardly representing the organization at all times during the course of the internship, and act accordingly.
4. The intern commits to performing their daily duties in a professional and timely manner.
5. The intern agrees to respect and commit to the organization's mission statement and goals.
6. The intern agrees to abide by American labor laws and any applicable professional codes of conduct.
7. If the intern has any problems with their work arrangements, they should go through the proper channels to remedy the situation.
 - a. First they should communicate the problem with their Mentor.
 - b. If the problem does not get solved, the intern should communicate the problem to the Mentor's Supervisor.
 - c. Lastly if the problem is still not fully resolved, the intern should communicate the problem to the Director of Human Resources.

TERMINATION OF INTERN/INTERNSHIP:

Potential Interns must agree to the Intern Code of Conduct and adhere to it throughout the course of their internship.

- I. Once on board, the decision to terminate an internship is at the discretion of the intern's supervisors. The intern also reserves the right to resign from the internship.
- II. Refusal to follow the Intern Code of Conduct is grounds for immediate termination of an intern's account.

BFM Interns

Administrative

- Follow up with new BFM Coordinators
 - Help guide them through the training process
 - Explain the curriculum and the priorities
 - Document and report their progress
- Marriage Blessing Movement
 - Contact host in advance of ceremonies (or afterwards to get accurate info)
 - Contact hosts for missing info about ceremonies that took place.
 - Follow up with Blessing Officiators to re-certify them
 - Reach out to couples for testimonies about completing five steps
- Matchbook Profiles
 - Help organize and update candidate profiles
 - Shred old profiles
- Storage in 43rd Street Basement and in New Yorker Hotel 11th floor
 - Sort and relocate
 - Discard or shred obsolete material
- Matching Supporter Thank-you Project
 - Send out thank-you cards
 - Purchase starbucks gift-cards to go with the thank-you cards.

Creative

- Drive activity in some of our sub-ministries
 - Reach out for articles or testimonies
 - Research and add resources
 - Post articles of marriage enrichment content from Debby
- Blessing Interviewer
 - Online Training Program
 - Needs assessment of local communities (one of each gender)
 - Brainstorm with local pastors
 - Figure out how to qualify them after the course of study
 - Exam or Interview, Certificate, Expiration date
 - Policies regarding interviewers
 - Informational webpage
 - All info and resources in one place
 - Policies
 - FAQ
 - Managing the list
 - Quarterly Q&A calls with updates

I.T. and Web

- IT and website (Leighton, Benjy, Jessica please add ideas here)
 - Support with data
 - Support with website re-design (need a specialist)
 - Add interesting graphics and/or video

- Send weekly BFM newsletter