

FAMILIES FORWARD

Internships

Families Forward is a non-profit, community-based organization dedicated to preventing and ending family homelessness by providing access to housing and resources that create lasting stability. We are committed to making a difference in the Orange County community.

Do you have a strong desire to make a positive impact in your community? Do you see yourself thriving in a dynamic, constructive, and collaborative workplace? Then Families Forward might just be the place for you! Interns are vital to the success and work of Families Forward.

Families Forward's Internship Opportunities

1. Case Management

Interns will assist the Case Management team in providing comprehensive services to families experiencing homelessness, enrolled in our Rapid Re-Housing and Tenant-Based Rental Assistance programs. Using a "whatever it takes" approach, we offer tailored support, including housing navigation, career coaching, counseling, transportation, childcare, and more, based on each family's unique needs. Interns will work directly with families, provide administrative support, and contribute to program development. Full onboarding and training will be provided.

2. Affordable Housing

Support our on-site Supportive Services Coordinators in Affordable Housing communities across Orange County (Irvine and Orange). Interns will assist with coordinating and facilitating adult and youth educational workshops and after-school programs for low-income and at-risk families. Mandatory safety training and CPR/First Aid certification are required. Interns will also have the opportunity to shadow service coordinators in family meetings and assist with resource coordination, including community referrals, benefits navigation, and school enrollments.

3. Family Navigation

Interns will join the Family Navigation team, which supports families seeking housing services. As the primary point of contact, family navigators guide families through available resources and the coordinated entry system. Interns will engage directly with families, assist with administrative tasks, and contribute to projects that enhance program development.

4. Housing Partner Specialist

Assists the Housing Partner Manager with administrative duties to help families secure and sustain housing. Responsibilities include completing grant documents, tracking housing contacts, supporting client housing processes, following up on applications, updating housing availability databases, and assisting with tenant education workshops.

5. Fund Development

The Fund Development team oversees the volunteer and donor program at Families Forward. Intern responsibilities include front desk support, assisting in the food pantry, attending community events, tracking donor data, organizing event materials, and supporting volunteer groups.

6. On-Site After-School Program

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Supports the After-School Program for elementary students with a focus on community and confidence-building activities. Responsibilities include homework help, tutoring, social-emotional learning, and recreational activities. Volunteers must be 18+, pass an FBI background check, and have relevant youth/education experience.

7. Data and Compliance

Supports the Data and Compliance team by assisting in collecting, analyzing, and interpreting data to ensure compliance with government grant standards and internal policies. This role involves working with data visualization tools, performing statistical analysis, and maintaining accurate records. The Data and Compliance Intern will collaborate with various departments to identify any gaps or areas of opportunity and provide insights that support decision-making. Strong analytical skills, attention to detail, and the ability to learn quickly are essential for success in this position.

Internship FAQ

- We offer unpaid internships to students and will accommodate your university's internship requirements.
- Internships are offered through specific departments (Programs, Operations, Fund Development, and Accounting).
- Interns will also have opportunities to experience the breadth of our organization (ex: working in our Community Market and Font Desk).
- For questions regarding internships please email volunteer@families-forward.org.