

## 24-25 PAID INTERNSHIP APPLICATION— DIRECT SERVICE

Thank you for your interest in interning with Ophelia's Place for the 2024-25 school year! Below you will find application instructions.

**Please email your resume, including two professional references, and a cover letter to Amanda Hampton ([amanda@opheliasplace.net](mailto:amanda@opheliasplace.net)) no later than April 14<sup>th</sup> to be fully considered for an interview.**

Interviews will be scheduled for the end of April and beginning of May. Once all interviews have been completed, internship positions will be offered to those who have been selected. The experience, skills and qualifications of each applicant are considered very carefully. Please understand that completing the interview process does not guarantee that you will be accepted for an internship.

**If you are accepted, you must complete and pass a criminal background check and you will be required to attend the Volunteer Training, on Thursday September 21<sup>st</sup>, Friday September 22<sup>nd</sup> and Friday October 4th from 9am – 4pm before college courses begin in September.** Your participation at this valuable training is **mandatory** to begin work as a direct service volunteer with Ophelia's Place. Volunteer roles will be assigned after you complete the training, and you should expect to work in various capacities.

Please do not hesitate to contact us if you have any questions or concerns about this process. Thank you for your interest in Ophelia's Place, and in helping us encourage the natural strengths of young women.

Sincerely,

**Amanda Hampton**

Youth Services Director  
[amanda@opheliasplace.net](mailto:amanda@opheliasplace.net)  
541-284-4333 ext. 104

**Yuki Roberts**

School Program Director  
[yuki@opheliasplace.net](mailto:yuki@opheliasplace.net)  
541-284-4333 ext. 100

*We believe that Black, Indigenous and people of color, members of the LGBTQIA+ community, and people with disabilities must be centered in the work that we do, so we strongly encourage applications from people with these identities or who are members of other marginalized communities.*

*Additionally, studies have shown that women and people of color are less likely to apply for positions unless they believe they are able to perform every task provided in the description of the position/role. We are most interested in finding the best candidate for the role, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.*