

HOPE CENTER

Internship Program



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Program Overview

Hope Center Indy is a 501 (c)(3) nonprofit focused on providing hope and healing to every heart with an emphasis on women exiting sex trafficking and sexual exploitation.

Our internship program aims to provide interns with an opportunity to learn new skills and obtain hands-on experience working at a nonprofit while giving back to our community and supporting social causes.

Academic Track

Our Academic internship Track aims to provide students and young professionals with the opportunity to gain valuable real-world experience working in a Christ-centered nonprofit organization that provides holistic care for women overcoming sex trafficking and sexual exploitation.



The Academic Track allows us to extend our evaluation process and assess the intern's skills, work ethic, and assimilation into our core values to maintain a pipeline of skilled talent for future recruitment.

Interns are expected to commit a minimum of six months and a maximum of twelve to participate in this track.

Benefits to interns in the Academic Track

Gaining specific field-related experience while working with committed and inspiring staff, volunteers, and leaders.

Access to a variety of tasks and departments. Working at Hope Center Indy enables exposure to people in various departments and positions, which significantly helps our interns to diversify their job skills and decide on a future career path.

Working in a Christ-centered organization that encourages personal and spiritual growth through a nurturing and amicable organizational culture.

Hope Center Indy works with different partners and ministries, allowing our interns to make connections in professional fields they are considering for career paths.

Professional development training, whether in skills or industry-specific software, according to the department where the intern will be working. (Shopify, CANVA, Safe Visitors, Volgistics, Microsoft Office, etc.)



Discipleship & Mission Track

Our Discipleship and Mission Track provides individuals with an opportunity to grow in their identity as a child of God, gain a deeper understanding of God's Word, develop their spiritual gifts, and discover God's purpose for their lives while supporting our mission of imparting hope and healing to every heart. Our Discipleship and Mission Track is for those who are relentlessly committed to Christ, the world around us, and personal growth.

This track requires a 40-hours weekly commitment dedicated to classroom learning, group activities, and practical service.



Classroom Learning

Classroom learning is offered by our ministry partner **Revive School of Transformation**. The classes are taught by Dave and Sandy Noel. They provide a personal teacher-to-student ratio, fun and engaging combination of book readings, practical exercises, insightful guest speakers, and interactive activities to help students go deeper with God and grow in their Spiritual Gifts.

Classroom learning requires 6 hours a week, with approximately 30 to 60 minutes dedicated to homework per week.

Depending on the area(s) where the intern's work will take place, additional training led by HCI leaders and guest trainers may be required or encouraged.

Group Activities

Revive School of Transformation conducts fun and engaging group activities aimed at fostering unity and community building.

Practical Service

Practical service is focused on providing interns with the opportunity to cooperate in various activities across the multiple departments that make up Hope Center Indy. Interns may be required to collaborate in multiple areas to ensure they will get 40 hours weekly.

Some of the areas where interns can collaborate are:

- The David Nolen Pantry of Hope
- Kitchen (lunches and dinners preparation)
- Redefined Hope Boutiques and Coffee Shops
- Blooming Hope Greenhouse
- K-9 Barn
- Prayer Center
- Housekeeping
- Maintenance/Grounds
- Events
- Security

Opportunities to intern in the marketing, fundraising, finance, and residential departments are limited to qualified individuals. If you have previous experience or qualifications related to any of these areas, please indicate that in the application form.

Benefits to interns in the Discipleship & Mission Track

- Learn to experience the presence and power of the Holy Spirit and how to bring others into an encounter with God.
- Discover and strengthen your talents and abilities as you work toward Hope Center's mission of imparting hope and healing to every heart.
- Work in a Christ-centered organization that encourages personal and spiritual growth through a nurturing and amicable organizational culture.
- Grow your awareness of sex trafficking and learn from the anti-trafficking leaders employed as HCI staff and those who are ministry partners with HCI.
- Build lifelong connections with other believers while you learn and serve in community living.



Investment

The investment for the Discipleship and Mission Track includes the Revive School of Transformation cost as well as housing* and food at Hope Center Indy.

Six months \$2,500

Twelve months \$5,000

Scholarships

A limited number of need-based scholarships are available to enable qualified individuals to take advantage of the Discipleship and Mission Track. Hope Center takes into consideration individual circumstances and reviews each application independently.

For more information about eligibility and how to apply for financial aid, interested candidates should reach out to internships@hopecenterindy.org. All financial aid requests and information are kept confidential.

*please see "about living on campus" for housing restrictions.

Community Service Summer Internship

Our summer internship program offers college students an opportunity to acquire new skills, connect with people involved in the anti-trafficking movement, and gain experience while positively impacting our community. Our program is also a great way to obtain the credits required for graduation from college.

Students participating in our summer internship program can collaborate in the following areas:

- Greenhouse
- Landscaping
- Housekeeping chores
- Food pantry
- Kitchen
- Events



Benefits to interns in the Community Service Summer Internship

- Acquire new skills
- Gain professional experience
- Meet new people who are also passionate about helping others in need
- Enjoy enhanced personal growth through giving back to our community and supporting our ministry and mission
- Learn about sex trafficking and healing from trauma
- Strengthen your resume for future grad school or job applications

Commitments for interns in the Summer Internship Track

Students enrolled in our summer internship program should be able to commit for a minimum 10-week period. Students should also be able to make their own housing and transportation arrangements.

Students will be required to participate in different training opportunities offered by Hope Center leaders. Interns will also be required to attend weekly Staff Prayer Meetings on Tuesdays at 10 a.m. and Prayer Meetings on Wednesdays at 7 p.m.

What we look for in an intern

Values

- Relentless Commitment: To Christ, to the world around us, to personal growth
- Kingdom Minded: Intentional unity, integrating our community
- Faith Builders: Prayer, healing and transformation, power of testimony
- Joyful Servants: Selfless, kind, and considerate
- Quality That Inspires Hope: Excellence in all we do, good stewards of time, talents, and treasures.

Competencies

- Professionalism
- Assertive written and verbal communication
- Self-discipline and work ethic
- Discretion and trustworthiness
- Teamwork
- Ability to plan and prioritize
- Problem-solving
- Computer and technological skills

How to apply

Individuals interested in becoming interns at Hope Center Indy should fill out the form available on our website and attach the following documents:

- An updated resume
- A letter of interest expressing your goals and motivation to pursue an internship at Hope Center Indy.
- Two letters of recommendation, one from a college professor or former employer and one from a church leader.

Upon receipt of the completed application form and attachments and based on the applicant's suitability and area of interest, the internship coordinator will discuss potential candidates with the department leaders to move forward with in-person or remote interviews and other necessary assessments and evaluations.

The Internship Coordinator will notify candidates regarding their application status via email or phone.

Intern Orientation

The orientation process takes place on the first day of the internship and is conducted by the Internship Coordinator accompanied, when possible, by the intern's immediate supervisor. Among other things, the orientation process is a space for:

- The supervisor to reinforce and clarify job expectations
- The intern to ask questions
- Reviewing Hope Center's policies, rules, and guidelines

Topics covered during orientation day

- Hope Center's history, overview, and structure
- Paperwork and policies
- Campus tour and introduction to staff and volunteers
- Necessary badges, keys, FOB, parking sticker, safety regulations
- Fire alarm duties for female interns living on campus



Evaluations

Evaluation is an important component of our internship program. It is rooted in good communication and patience, honoring each individual's learning style. Feedback is greatly encouraged; it begins on the first day and continues throughout the length of the internship.

Performance Evaluation

This evaluation focuses on the intern's initial learning objectives identified at the start of the internship. Supervisors will take time to evaluate the student's positive accomplishments and areas for improvement.

Check-in Evaluations

During the first few weeks of the internship, the Internship Coordinator conducts regular check-in meetings to discuss the status of a particular project or task, answer questions or concerns the intern may have, and ask about how they are acclimating to their position, organizational culture and lifestyle. Check-in evaluations are an excellent opportunity to promote intentional unity, as they help provide structure and make the internship experience more enjoyable.

Interns in the **Mission Track** are encouraged to develop their own goals based on the Five Pillars of our residential program: Spiritual Growth, Education and Career Development, Wellness, Financial Wisdom, and Healthy Relationships. More details regarding our five-pillar approach will be given on orientation day.

Interns can also come up with additional areas where they would like to grow.

Interns in the Mission Track will meet with the Internship Coordinator monthly to check on their progress toward their goals.

Mentorship/shadowing for interns

Depending on the staff's and volunteers' availability, the use of mentors will be encouraged, as it provides the necessary structure and guidance throughout the internship experience. Mentorships also contribute to keeping interns motivated and increasing their performance. Mentors also help interns acclimate to our organizational culture and values quickly.

How will mentors engage with interns?

- Introducing interns to co-workers and volunteer leaders within HCI.
- Providing shadowing time for interns to observe how managers and department leaders manage time, staff, and resources and solve problems and conflicts.

Mentors commit sufficient time to share their knowledge, teach skills and assist interns in becoming acclimated to Hope Center Indy. They are also interested in facilitating personal, professional, and spiritual growth. Mentors are good listeners and can provide honest and gracious feedback while understanding interns' strengths and areas needing improvement.

About living on campus

An important benefit of our internship program is the possibility of living on campus. Due to the sensitive nature of our work, this opportunity only applies to female interns.

Living on-site provides our female interns access to a safe and comfortable living space. However, this benefit also entails specific rules to follow.

Female interns living on campus will be requested to help with fire alarm duty and night rounds. The security team will provide more details and training on this upon the internship coordinator's request.

For male interns in the **Mission Track** that might need accommodation, Hope Center Indy will connect them with a host family within 15 miles of our campus. Interns living with a host family are responsible for their own transportation. Living arrangements will be coordinated with the host family in advance to ensure a good fit for both the intern and the host family.

Working with international students and visas

Hope Center Indy welcomes international students and young professionals from abroad. We value their eagerness to experience the professional world in the United States.

Hope Center Indy embraces the insights and experiences that international students and young professionals bring from their cultures. We aim to make them feel included and valued throughout their internship programs.

It is the intern's responsibility to ensure they comply with the necessary visa requirements for work authorization in the United States. They should also submit the required documentation and key contacts to the Internship Coordinator and Hope Center's HR department.

When further assistance regarding an intern's work authorization status or visa requirements is needed, the Internship Coordinator will contact the student's international affairs office or key contacts provided by the intern.





Questions?
contact us!

hopecenterindy.org
internships@hopecenterindy.org
317-752-1500

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