

Key Project

Website: 47-200 Waihee Rd, Kaneohe, HI 96744

Phone: (808) 239-5777

Social Work Internship Job Description

Position: Social Work Student **Location:** KEY Project

Reports To: Community Development Coordinator- Social Services

KEY Project Mission Statement: The mission of KEY Project is to nurture and promote the cultural, environmental, social, economic, and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multicultural community.

Overview:

KEY Project is a non-profit community resource center that provides programming and services for all ages- keiki (children) to kupuna (seniors). KEY Project is dedicated to improving the lives of community members through a variety of social services and community-based programming. Our agency is able to offer social work students the opportunity to experience nonprofit macro-level community social work. Students will be able to brainstorm solutions and programming in order to best serve the community.

Key Responsibilities:

1. **Community-Based Programming:**
 - Assist in the planning, implementation, and evaluation of community programs.
 - Support the coordination of events, workshops, and outreach activities.
 - Help develop program materials and resources.
 - Engage with community members to assess needs and gather feedback.
2. **Social Services Initiatives:**
 - Provide information and referrals to community resources.
 - Assist with Ohana Foodbank Distributions and the Emergency Food Pantry Program.
 - Help organize and distribute basic needs items, such as food and toiletries.
3. **Advocacy and Outreach:**
 - Participate in advocacy efforts to address community needs and promote social justice.
 - Assist in outreach efforts to connect with underserved populations.
 - Collaborate with community partners and stakeholders.
4. **Administrative Support:**
 - Assist with data entry, report writing, and other administrative tasks.
 - Help maintain organized records and files.

Application Process:

To apply, please submit your resume, an email detailing your interest in the internship with relevant experience to desireem@keyproject.org.