

Introduction:

Thank you for your interest in the Service Internship Program "Programming Designed for Students by Students" at Touch Gift Foundation (TGF). This document outlines the application process for undergraduate and graduate students seeking to gain practical experience and enhance their skills in a collaborative and student-centered environment.

About Us:

Touch Gift Foundation (TGF), a 501(c)(3) nonprofit organization led by BIPOC individuals, was established with the mission of addressing critical societal issues. We focus on bridging the education gap, alleviating hunger and homelessness, and removing barriers to poverty through various initiatives. Our approach involves creating opportunities through education, fostering career exploration, distributing essential resources, promoting mindset transformation, and providing mentorship.

Mission:

Our mission is to break the cycle of poverty by eliminating the poverty mindset. We are committed to empowering individuals, providing them with the necessary resources to ignite their desire for change and enabling them to transform their lives.

Vision:

Our goal is to equip people with the tools, knowledge, and support they need to bring about positive and sustainable transformations. Together, we strive to create a world where everyone has the opportunity and motivation to break free from poverty and embrace a future of empowerment and abundance.

Background:

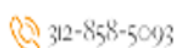
TGF was founded on the precepts of bridging the education gap, reducing hunger and homelessness, and eliminating poverty barriers by conceptualizing opportunities that exist through education, career exploration, resource distribution, mindset transformation and mentorship. She believes that a limited belief system (self-confidence) and the lack of exposure deter destinies and purposes.

TGF was established in 2018 by Keona Owens, initially starting with a modest food drive on April 8th of that year, providing assistance to the Englewood, Greater Grand Crossing, Woodlawn, and South Shore communities. What began as a small food pantry quickly grew, impacting 1,175 unduplicated families in its first year. Owens personally used her life savings to support 750 of those families. Since then, TGF has expanded its reach, supporting over 30 organizations and benefiting more than 10,000 households with essential resources, daily essentials, and food. Through strategic partnerships with over 15 major companies, TGF has received over \$1 million in in-kind donations. In 2019, TGF embarked on its expansion journey,

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!



launching the Education Division and securing its first contract with the Secretary of State Library Division. Currently, TGF provides services at two Chicago Public Libraries, one Chicago Public High School, an American Job Center, and a transitional housing facility, further amplifying its impact in the community.

The founder's impact goes beyond the four walls of the home, the parameters of the community through collaborative efforts. She has been recognized for outstanding achievement - receiving nine (9) humanitarian and community service awards by the National Urban League, Chicago Urban League, Metropolitan Board of Chicago Urban League (MetroBoard), DePaul University, Chicago Jobs Council, the National Council of Negro Women (Chicago Sector), Taste for the Homeless and the Presidential Lifetime Achievement Award. She has been identified as the Connector, connecting individuals to resources, by the McCormick Foundation.

Overview:

“The purpose of this internship is to engage students in planned, practical, educationally purposeful experiences in professional, work related settings that relate to or complement students’ academic and career goals.”

Learning Objective:

- Programmatic Management and Community Outreach
- Education through Youth Employment/Work-Based Learning

Learning Outcomes:

- Develop technical skills and professional communications in a work setting.
- Develop and demonstrate core skills and knowledge, attitude and values in social services.
- Ability to develop and demonstrate critical thinking skills.
- Understand industry and organizational structures, culture, and ethics.
- Ability to demonstrate effective written and oral communication skills relevant to the field and effective listening.
- Ability to utilize and implement knowledge and skills in local, regional, national and global experiential learning environments (service-learning, internship, co-op, dialogues, etc.)
- Apply and reflect on the connections to academic theory and practice.
- Strengthen critical thinking, research skills and problem-solving skills.
- Develop a greater awareness and appreciation of self, others, and social responsibility in a work, career, and global context.
- Ability to interpret and apply ethical principles in research and practice.

Eligibility Criteria:

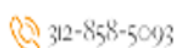
To be eligible for the internship, applicants must meet the following criteria:

- Must be an undergraduate or graduate student.

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!



@touchgiftfoundation

- Must be currently enrolled at DePaul University, Northwestern University, or the University of Chicago.
- Must be located in the United States for the duration of the internship.

Available Positions:

TGF offers a variety of internship positions, each focusing on different aspects of the organization's mission. The available positions include:

- Adult Education Intern
- Recruitment & Retention Intern
- Curriculum Design Intern
- Leadership Development Intern
- Communication & Marketing Intern
- Research, Design & Program Evaluation Intern
- Grant Administration/Writing Intern
- Event Planning and Execution Intern
- Outreach Intern to internal and external partners

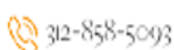
Internship Overview:

- **Adult Education**
 - This involves designing and delivering educational programs and services targeted specifically for adult learners. It includes identifying the unique learning needs and preferences of adults, developing curriculum and instructional materials tailored to their goals and prior knowledge, and creating a supportive and inclusive learning environment. Adult education aims to provide opportunities for skill development, career advancement, personal growth, and lifelong learning, enabling adults to acquire new knowledge and competencies that enhance their professional and personal lives.
- **Recruitment & Retention**
 - This encompasses strategies and practices aimed at attracting and retaining talented individuals within an organization. Recruitment involves activities such as sourcing candidates, conducting interviews, and evaluating their fit for specific roles. It aims to identify and attract qualified candidates who align with the organization's values and requirements. Retention strategies focus on creating a positive work environment, offering competitive compensation and benefits, providing opportunities for growth and development, and fostering a culture of employee engagement and satisfaction. Effective recruitment and retention practices contribute to building a skilled and committed workforce, reducing turnover, and ensuring the organization's long-term success.

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!



@touchgiftfoundation

- **Curriculum Design**
 - This involves the process of developing and organizing a comprehensive educational curriculum. It includes determining the learning objectives, selecting and sequencing the content, designing instructional materials and assessments, and considering the instructional methods and strategies. Curriculum design aims to create a coherent and effective framework that aligns with educational goals, meets the needs of learners, and facilitates the acquisition of knowledge and skills. It involves analyzing the subject matter, considering pedagogical approaches, and incorporating feedback from stakeholders to create a curriculum that promotes meaningful learning experiences and fosters the desired outcomes. Effective curriculum design supports educators in delivering engaging and impactful instruction, leading to enhanced student learning and achievement.

- **Leadership Development**
 - Leadership development is the process of enhancing the knowledge, skills, and abilities of individuals to cultivate effective leaders. It involves activities such as training programs, coaching, mentoring, and experiential learning opportunities. The goal of leadership development is to develop and strengthen leadership qualities, such as communication, decision-making, and emotional intelligence, to empower individuals to lead and inspire others. Through leadership development, organizations aim to build a pipeline of skilled leaders who can drive innovation, foster a positive organizational culture, and achieve strategic goals. Effective leadership development initiatives contribute to organizational success by nurturing and empowering leaders who can guide teams, make informed decisions, and drive positive change.

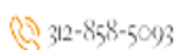
- **Communication & Marketing**
 - This involves strategic planning and implementation of effective communication and marketing strategies to promote an organization, its mission, and programs, and engage with target audiences to raise awareness, drive support, and foster community involvement. Through clear messaging, storytelling, digital and traditional media channels, and impactful campaigns, organizations can effectively communicate their value, impact, and call-to-action to various stakeholders, including donors, volunteers, and the wider community, to build strong relationships and mobilize support.

- **Research, Design & Program Evaluation**
 - This encompasses conducting research, designing impactful programs, and evaluating their outcomes and impact to ensure the organization's initiatives align with its mission and make a positive difference in the community it serves. By conducting needs assessments, engaging in stakeholder consultations, and

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!



@touchgiftfoundation

using evidence-based practices, organizations can design and implement effective programs that address pressing community needs. Ongoing evaluation and data analysis help measure program effectiveness, identify areas for improvement, and ensure the organization's resources are used efficiently and effectively.

- **Grant Administration/Writing**
 - This involves managing the process of securing and administering grants for an organization, including writing compelling grant proposals, complying with funding requirements, and effectively managing grant funds to support and sustain the organization's programs and initiatives. Effective grant administration ensures that funds are utilized appropriately and transparently, maximizing the organization's ability to fulfill its mission and deliver meaningful impact.
- **Event Planning And Execution**
 - This entails planning and organizing events for an organization, including fundraisers, community outreach programs, and awareness campaigns, ensuring smooth logistics, engaging experiences, and successful outcomes that support the organization's goals. By creating memorable and impactful experiences, events serve as platforms for fundraising, community building, and spreading awareness about the organization's mission and programs.
- **Outreach to internal and external partners**
 - This refers to establishing and nurturing relationships with internal stakeholders, such as staff and volunteers, as well as external partners, such as donors, sponsors, and community organizations, to foster collaboration, support, and effective partnerships in advancing the organization's mission and initiatives. By building strong relationships with both internal and external partners, organizations can leverage their collective expertise, resources, and networks to amplify their impact and address complex community challenges.

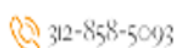
Internship Duration and Commitment:

- The internship term is for one (1) year.
- Interns are expected to dedicate 20-40 hours per month to their assigned responsibilities.
- There is an opportunity to renew the contract for up to two terms.
- Interns are required to bring their own technology (e.g., laptop, software) for the internship tasks.
- A Case Study must be developed at the end of the term.

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!



@touchgiftfoundation

Application Submission:

To apply for the Service Internship Program, follow these steps:

- Visit the [TGF website](#) and find the "**Apply**" link related to the internship program.
- Complete the online application form with accurate and updated information.
- Attach your resume and any relevant documents highlighting your qualifications and experiences.
- Indicate your preferred internship position(s) from the list of available positions.

Program Dates:

- **Summer 2023**
 - Term: 7/2023 - 6/2024
 - Application Period: 6/1/2023 - 6/15/2023
 - Notification: Mid June
- **Fall 2023**
 - Term: 10/2023 - 9/2024
 - Application Period: 9/1/2023 - 9/15/2023
 - Notification: Mid September
- **Winter 2023**
 - Term: 1/2024 - 12/2024
 - Application Period: 12/1/2023 - 12/15/2023
 - Notification: Mid December
- **Spring 2024**
 - Term: 3/2024 - 2/2025
 - Application Period: 2/1/2024 - 2/15/2025
 - Notification: Mid February

Selection Process:

The selection process for applicants includes the following steps:

- TGF will review resumes and applications continuously and may fill positions before the application deadline. Therefore, early applications are highly recommended.
- Shortlisted candidates will be contacted for phone/virtual interviews.
- Successful candidates will receive offers within two (2) weeks after the application deadline.

Contact Information:

If you have any questions regarding the application process or the Service Internship Program, please feel free to contact:

- Email: info@touchgiftfoundation.org
- Phone: 727-386-8247

TGF® | www.touchgiftfoundation.org

1700 West 18th Street, 3rd Floor, Chicago, IL 60608-1914

Creating Roadmaps & Success Stories | We are the bridge to your NEXT!

