**ORANGE COUNTY DEPARTMENT ON AGING**

**NISC (National Institute of Senior Centers) Accreditation Process**

**INTERNSHIP Description** - Assist with national re-accreditation of 2 Orange County Senior Centers

**TIME PERIOD**: 8 hours/week throughout the academic year – Sept 2020 – May 2021

**COMPENSATION:** $20/hour Funding and administration for this internship is provided by UNC’s Partnerships in Aging Program

**WORK LOCATION**: The intern will work on-site at the Seymour Center, 2551 Homestead Rd. Chapel Hill, on Mon, Wed or Fri. between 2 and 5 pm. Work hours are flexible and can be negotiated. The Senior Centers are closed for group activities and all work processes are conducted using COVID-safety practices\*.

**MENTORSHIP**:

The intern will work directly with, and be mentored by Myra Austin, Senior Centers Administrator. Myra will be the team leader for the re-accreditation process.

**About ORANGE COUNTY DEPARTMENT ON AGING:**

Orange County Department on Aging (OCDOA) is a one-stop resource where older adults

and caregivers can meet their social, mental, physical, financial, and day-to-day practical

needs. We offer integrated aging services and programs at our two senior centers including,

wellness and education classes, job search advice and workshops, daily (M – F )nutritious

lunches, trips, volunteer opportunities, and much more.

**PROJECT DETAILS**: The Intern will participate in the activities described below:

1. Research, review and revise previous National Accreditation documents
2. Work with OCDoA staff to formulate and help facilitate the two senior center self-assessment committees.
3. Work with staff and the committees to complete the self-assessment process.
4. Assist the staff and the 2 senior centers to evaluate its level of compliance with the national standards and completes tasks to bring us into compliance.
5. Work with staff to complete the 2 OC Senior Centers online profile
6. Assist staff in notifying NCOA’s NISC Program Manager when the online notebook is complete.

**QUALIFICATIONS, KNOWLEDGE, SKILLS, & ABILITIES:**

**Qualifications:**

* Graduate student in Communications, Journalism, Public Relations, Public Policy, Public Health or similar discipline.
* Preference will be give to applicants with prior experience in communications, journalism, or public relations, or public policy

**Knowledge, Skills, and Abilities:**

* **Excellent organizational abilities and skills**
* Research and interview skills
* Proficiency in Microsoft Office applications and other virtual and large document platforms
* Excellent oral and written communication skills
* A Team Player
* Skill and ability to work with older adults, volunteers, and staff
* Flexibility in work schedule based on intern and staff availability (may require some on-site work on certain days – M, W, F)

**Benefits to intern:**

* Understand national accreditation processes applied to government organizations and the resulting budget implications
* Witness a local government agency and a national government organization working simultaneously to achieve a desired outcome
* Understand the process of managing and organizing a local government department, including policies and procedures

**Physical Requirements:**

* Internships pose no special physical requirements, and the Department on Aging encourages people with diverse abilities to apply.
* \*The OCDoA is practicing safe precautions as it relates to the COVID-19 pandemic, social distancing, face coverings while in shared office areas, proper handwashing or use of hand sanitizer, and limited number of patrons are in our large, spacious buildings at this time.

**TO APPLY**:

Submit a resume and cover letter to maustin@orangecountync.gov . Myra Austin, Senior Centers Administrator. Preference will be given to applications received by September 14, 2020.