

Arlington County Department of Human Services Parent Education Program  
Internship Job Description Updated 11/15/06

The Parent Education Program is part of Arlington County's Department of Human Services, Division of Child and Family Services. The mission of the Parent Education Program (PEP) is to strengthen families and prevent child abuse and neglect. Services are designed to help parents and other family members provide a safe, healthy, and nurturing environment for children. The PEP program provides both intervention and prevention services and collaborates with other public and private agencies to assess needs, increase access to services and develop additional parenting programs. Services are provided in both English and Spanish. For more information, visit us on the web at [www.arlingtonva.us](http://www.arlingtonva.us) Key word: Parent Education

***Responsibilities***

- Assist program coordinators with overall program administration, including curriculum review, preparing materials and resources for classes, parent follow up, and website support
- Provide on-site logistics coordination during class time, including serving as liaison with class facilitators and child care assistants, responding directly to questions from clients, and communicating program needs to Program Coordinators
- Review and recommend new parenting resources, especially for special populations such as hearing impaired, language minority, and specific ethnic/cultural groups
- Participate in community meetings with other service providers
- Explore and identify grant opportunities, including proposal development and writing
- Opportunity to research or identify a related special project based on needs/interest of intern

***Qualifications:***

- Interest and/or experience working with diverse families and children
- Organized, responsible, dependable
- Must complete a Criminal History Record Request and Background Check.
- Bilingual a plus

***Time commitment***

- Flexible, but prefer minimum one semester
- Up to 10 hours/week
- Daytime and/or evening hours available

***Benefits***

- Learn how local government works to meet the needs of community members
- Work in a team environment

This is a great opportunity for Social Work, Human Services, Public Administration, Counseling, Sociology and Adult Education majors.

To apply, submit a letter of interest with available schedule and your resume to: Paola Martinez McDonald, Parent Education Coordinator, at [pmcdonald@arlingtonva.us](mailto:pmcdonald@arlingtonva.us)