Anchorpoint Counseling Ministry
802 McKnight Park Dr, Pittsburgh, PA 15237

MSW COSA Concentration Internship

“Building hope and promoting healing and learning through faith-based counseling and support services”

Founded in 1966, Anchorpoint Counseling Ministry (ACM) serves the northern Greater Pittsburgh region through mental/behavioral health counseling, support and educational groups, and tutoring/mentoring programs.

ACM offers an opportunity for an MSW COSA concentration student to practice a variety of skills and apply knowledge learned through coursework related to nonprofit administration and management. The internship/field placement will provide direct experiential learning in program development, implementation, and evaluation; community outreach and partnership development; marketing; fundraising/development; and board governance. Oversight, direction, and supervision will be provided by the ACM Executive Director (MSW), Director of Development (MSW – COSA concentration), Director of Marketing, and Office Manager.

Responsibilities/opportunities include:

Programs
- Attend and assist with ACM support groups and workshops
- Work one-on-one with a student participating in ACM’s tutoring/mentoring program
- Support program evaluation and reporting
- Create/modify/implement client satisfaction and volunteer/tutor survey
- Complete new client intakes
- Engage in community outreach and partnership development
- Collect client quotes and develop case studies

Development
- Research new grant opportunities
- Assist in writing grant proposals
- Attend grant workshops/AFP (Association of Fundraising Professionals) luncheons
- Assist with correspondence to foundations, e.g., grant reports and thank you letters
- Contact foundations for feedback and information regarding grants
- Network with ACM staff to learn about programs/services
- Develop, edit, and proofread appeals
- Attend and participate in development committee meetings
- Support planning and implementation of special events (Golf Classic, Golden Anchor Gala, and Suicide Prevention/Awareness Walk)
- Assist in implementing and updating ACM development plan
- Enter donations and generate acknowledgement letters
Marketing
- Connect with affiliated churches, nonprofits, counseling agencies, schools, etc. to update contact information and learn of networking opportunities
- Proofread newsletters, annual report, brochures, flyers, and mailings
- Participate in ACM social media
- Assist in maintaining ACM’s website

Office Management
- Support budgeting and financial management
- Create client files
- Update client/office forms and make copies as needed
- Assist with preparing for board meetings (reports, paperwork, and physical setup)
- Answer inbound phone calls
- Attend and participate in weekly administrative staff meetings
- Conduct HIPAA compliance training with staff and board members
- Attend and participate in full staff meetings

Governance
- Attend and participate in board meetings
- Participate in strategic planning process (if applicable)
- Attend and participate in governance committee meetings
- Review ACM policies and procedures
- Participate in policy and procedure development

Other
- Perform research to aid grant writing, development planning, policy and procedure writing, etc.
- Observe Executive Director’s supervision of clinical/direct practice interns during weekly group supervision