

# AN INTERN'S GUIDE TO ALL THINGS COVENANT HOUSE





# TABELE OF CONTENTS

**01**

About CHNO

**02**

Not Your Ordinary Internship

**03**

A Day in the Life

**04**

Meet the Team

**05**

Advice and Reflections

# About Covenant House New Orleans


---

Covenant House came to New Orleans, Louisiana in 1987 to a location right outside of the French Quarter. The mission of the organization is to assist youth in Louisiana that are facing homelessness and human trafficking. By providing them with shelter, services, and resources, as well as **unconditional love** and **absolute respect**, Covenant House is committed to protecting and uplifting all youth that come through our doors.



# NOT YOUR ORDINARY INTERNSHIP

An internship at Covenant House is an extremely valuable experience. In the internship program at CHNO, called Emerging Leaders in Nonprofits, interns are able to get just as much from the internship as they put into it. Not only do interns contribute to the organizations mission and learn many valuable skills in their specific department, they are also able to invest in their future. The internship program is created to assist you in reaching your personal and professional goals while learning more about yourself as well.



"When you enter the doors at Covenant House as an intern, you join the CHNO family."



# Emerging Leaders in Nonprofits Program

## What is it?

Through the ELIN program, interns are guided by Covenant House Staff at weekly meetings where topics such as leadership, professionalism, authenticity and intention in the workplace are discussed. Interns complete the CHNO Professional Development Workbook that is reviewed each week. The program also includes career development workshops, a capstone project of the interns choosing, and great guest speakers! ELIN participants get to make a lasting impact on Covenant House by creating a capstone project. On the last day of the internship, these projects are presented to the team!



# Emerging Leaders in Nonprofits Program



## The Fall 2021 Interns favorite workshops!

- **LinkedIn Workshop** - Through this workshop, we were able to learn how to use LinkedIn effectively. Including how to choose a profile picture, how to demonstrate your qualities in your profile rather than stating them, and how to grow your network on the platform.
- **Trauma Informed Workshop** - We were joined by Monet Somerville to learn more about what trauma entails and how to use a trauma informed approach in our work.
- **Professionalism and Perception Workshop**- This workshop helped us to reflect on how we learned about professionalism, what we perceive to be professional and why. Through this workshop, we were able to redefine what we view as professional and how to cultivate a professional space in our current and future workplaces.

# **A DAY IN THE LIFE**

**of the  
Development &  
Communications  
Intern**

Every day looks different for all our interns but here is an example of one day at CHNO!

**8:45 am - Good Morning! Check in on the Kiosk and head upstairs to see the team!**

**9:00 am - Answer emails and start working on sleep out marketing materials!  
(Sleep Out is our biggest event of the year!)**

**11:30 am - Check in with my supervisor, Emily and go over my progress for the week and review what's coming up!**

**12:30 pm - Lunch time! It's salad day! Go downstairs with the team for lunch or bring your own!**

**1:00 pm - Update fundraising excel sheets, attend great workshops, and write articles for the CHNO website!**

**3:00 pm - Development Meeting! Check in with the team on what we have accomplished and our next steps!**

**4:00 pm - ELIN meeting with the other interns and Emily, our internship supervisor. Discuss the capstone project, go through workbook assignments, and hear from impressive guest speakers!**

**4:45pm - Finish another great day at CHNO!**



# MEET A FEW MEMBERS OF THE TEAM



## **CLINTON CHARLOT**

Clinton is the Director of Finance and the Treasurer of Covenant House New Orleans. He is the supervisor for all finance Interns. CHNO is so lucky to have someone as dedicated and hardworking as Clinton is!

## **RICHARD ARNOLD**

Rich is the Director of Development and Communications at CHNO. Every day Rich works tirelessly to make sure that CHNO runs smoothly! We are so thankful for all Rich does!

## **RHENEISHA ROBERTSON EXECUTIVE DIRECTOR**

Rheneisha is a passionate and inspirational leader with over 20 years of experience in nonprofit organizations. She has a dedication to youth development and adolescent and women's health. You can see her every day at Covenant House with the biggest smile on her face! We are so lucky to have such a hardworking, driven, and kindhearted leader!

# Advice and Reflections from the Fall 2021 Interns



# ADVICE AND REFLECTIONS



## SAMANTHA GLENNON

Development and  
Communications Intern Fall 2021

My experience at Covenant House this semester has been **amazing**. I have been able to work alongside the most passionate and inspiring staff that have taught me so much about all that goes into running a nonprofit organization. **Taking part in the ELIN program, run by my supervisor, Emily, has been so rewarding** as it has helped me to learn more about myself and what I value in a professional work environment, as well as helping me to get clear on my professional goals and intentions in my future career. I was looking for an internship where I could be apart of a team, learn more about how to best help youth facing homelessness, apply my skills and knowledge into meaningful projects, and grow professionally, I am confident that I have found all of those things and <sup>n</sup>more through my internship with Covenant House this semester. **My advice for future interns is to take advantage of all the opportunities that you have to get to know the staff better.** They are amazing, welcoming, and inspiring people that you can learn so much from! I certainly have!



# ADVICE AND REFLECTIONS



## BAILEY SMITH

Human Trafficking Intern Fall 2021

I am the human trafficking intern at Covenant House, and this is my second semester in the position. At Covenant House, I work closely with the Human Trafficking case managers, and I am supervised by Ms. Sheri. Last semester I spent some time working with Ms. Frenchie and Ms. Vy in HT Housing. This role involved a lot of paperwork, but it was interesting to learn about the housing process. I later moved over to HT case management with Mr. David. Case management is something different every day. I have helped residents with intakes, discharges, food stamp applications, transports to various places, translating (I speak a little Spanish) and trips to the clothing room, among other things. For the past two semesters, my project has been collecting data for Dr. Laura Murphy's study on the quality of life of survivors of human trafficking. By far, my favorite part of this role is interacting with the residents. It feels great to build trust and rapport, and to just hear about what is going on in their lives. I have gained a lot from this internship, namely getting a glimpse of what life is like for homeless youth and survivors of human trafficking and gaining perspective about what these populations need. I have also learned about the systems in place that aim to help people who are unhoused. My advice for the next HT intern is to take time for self-care. This role implies witnessing some very heavy things, and if you are not prepared for that, burnout is inevitable. This is a challenging job, but it can be extremely rewarding. I am grateful to have had this opportunity.

# ADVICE AND REFLECTIONS



**NOA WEDREN**

Finance Intern Fall 2021

Interning at Covenant House has been a highlight of my Tulane experience. From the start, everyone at Covenant House was incredibly gracious and welcoming. Not only have I been able to see firsthand the amazing work done by Covenant House, but I have forged valuable relationships with my amazing coworkers. I have learned so much from my supervisor in the Finance department, and have enjoyed working on projects to record and analyze Covenant House expenses. Much of my work is done on Excel and accounting programs used by Covenant House. Even though my service is by no means direct, I feel as though my contributions have made a positive impact on the behind-the-scenes functioning of the organization. I am so grateful for this opportunity and hope to continue my work with Covenant House in the future.



# Interested in Interning with us? Apply today!

<https://www.covenanthousenola.org/internship-program/>

611 N Rampart St,  
New Orleans, LA  
70112

<https://www.covenanthousenola.org/>



**Covenant  
House**  
New Orleans