

# Epilepsy Works Internship



## **ABOUT THE EPILEPSY FOUNDATION OF COLORADO & WYOMING:**

Three simple words define the Epilepsy Foundation of Colorado & Wyoming: Connecting, Educating, and Empowering. We connect people to healthcare providers, support networks, and a listening ear. We educate schools, employers, and the community at large, to reduce stigma and raise awareness. And we empower people affected by epilepsy with knowledge, resources, and advocacy to live their best lives.

### **Job Purpose:**

The epilepsyWORKS Program Intern will play a key role in supporting the epilepsyWORKS employment initiative. Working closely with the Director of epilepsyWORKS, the intern will assist in providing employment services to people with epilepsy, engage and collaborate with employers, and explore various marketing and funding opportunities available for non-profits. This internship offers a unique chance to apply micro-social work skills while emphasizing the human connection aspect of employment. The intern will gain valuable, person-centered experience by helping individuals with epilepsy develop essential skills to secure and maintain meaningful employment. Additionally, the intern will represent the Foundation, build relationships with employers, and help identify partnership opportunities throughout the states of Colorado & Wyoming. Through their work, the intern will contribute to delivering exceptional employment services, enhancing the Foundation's visibility, and strengthening its impact in the community.

### **Key Responsibilities:**

- **Employment Seeker Support:** Provide individualized assistance to people with epilepsy facing employment challenges. Participate in the implementation of programs offering guidance and support to help individuals secure and maintain employment.
- **Employer Partnership Development:** Engage employers to hire individuals with epilepsy and foster partnerships to provide consistent, long-term employment opportunities.
- **Epilepsy/Seizure First Aid Training:** Facilitate Seizure First Aid Certification for employers, ensuring they are prepared to assist employees with seizures and create a safe work environment.
- **Funding and Grant Exploration:** Assist in identifying and researching funding opportunities for epilepsyWORKS, including drafting grants and supporting the Director in development.

This internship requires a self-motivated, compassionate, and organized individual who thrives in a client-driven, community-focused environment. The intern should be proficient in Microsoft and virtual platforms like Zoom. They must possess strong communication skills.

**Core Responsibilities:**

The intern will work directly with people with epilepsy to help them gain employment-related skills, build partnerships with employers, and provide necessary epilepsy training. The intern will contribute to the success of the Epilepsy Foundation of CO & WY, serving nearly 65,000 individuals living with epilepsy.

**epilepsyWORKS**

- Provide individual assistance to help people with epilepsy gain fundamental employment skills.
- Utilize program tracking tools such as QOLIE and Salesforce.
- Maintain an epilepsyWORKS Training Guide for Volunteers or an Employer Tool Kit to support epilepsyWORKS employers.

**Employment Outreach, Education and Awareness**

- Engage with potential employers to demonstrate the benefits of employing people with epilepsy. Encourage them to become Employer Partners in epilepsyWORKS.
- Become Seizure First Aid Certified and trained as an instructor. Offer Seizure First Aid training to employers as needed.
- Participate in community events to raise awareness about the Epilepsy Foundation and epilepsyWORKS, such as health/employment fairs, camps, and walks.

**Administrative**

- Assist in creating marketing and outreach materials, learning to use Canva.
- Help organize and modify Salesforce data as it pertains to epilepsyWORKS.
- Research grant and other funding opportunities available for non-profit agencies

**Other**

- Attend weekly Team Meetings, Program Team Meetings, and 1:1 Supervision Meetings.
- Participate in additional activities as determined by the Director and intern

This position requires occasional evening and weekend work, as well as travel within and outside the Denver metro area. The ability to coordinate one's own transportation is required.

**Benefits & Compensation:**

- This is an unpaid internship.
- 10-20 hours/week, with flexible hours.
- Hybrid work model – In-person & Virtual required. At least 1 in-person day each week to meet with Foundation staff, employment seekers and employers

Please email cover letter and resume to [danielle@epilepsycoloradowyoming.org](mailto:danielle@epilepsycoloradowyoming.org)