



1021 Oliver Hill Way, Richmond, VA

- Mission Statement:** CAPUP strengthens communities by providing resources for people to help themselves.
- Description of Agency:** Capital Area Partnership Uplifting People, Inc. (CAPUP) is a private non-profit agency that was established under the Economic Opportunity Act of 1964 to combat problems associated with poverty in the Richmond metropolitan area. CAPUP serves two primary functions: (1) to act as a bridge between the poverty areas of surrounding cities and counties and the various social service agencies; and (2) it develops and implements innovative projects to meet the needs of the impoverished.
- Internship Title:** Community Action Management Intern
- Primary Supervisor:** Tom Wagstaff, CAPUP President/ CEO  
[804.788.0050](tel:804.788.0050); [twagstaff@capup.org](mailto:twagstaff@capup.org)
- Responsibilities:** Assist with agency management and implementation of community action programs. Orientation is provided by supervisor.
- Location:** Principal offices are located in Richmond, VA; however, assignments may include the city of Petersburg and Powhatan County. Public transportation is available to the principal offices, and agency transportation will be available for assignments at other locations. However, driver's license is required.
- Facilities:** Office space, computer, and agency vehicle will be provided as needed.
- Work Days/hours:** 40-hours per week. Supervisory personnel work four day work weeks. All programs are available 5 days a week. Basic agency hours are 8:30 to 5:00 Monday through Friday.
- Duties:**
1. Become familiar with all programs administered by CAPUP as summarized below.

2. Assist management with Board of Directors and staff meetings, including scheduling, set-up, implementation, and volunteer assignments.
3. Work at a grass roots level in each program administered by the agency to gain an understanding of the operation and administration of the program, and to interact directly with the agency's clients.
4. Review individual program goals, objectives and accomplishments and generate ideas on how to improve existing programs
5. Become familiar with agency funding and assist the agency's planning department with resource development as applicable.
6. Attend assigned meetings with program staff and generate meeting reports to the President / CEO.
7. Represent the agency in a professional manner when participating in meetings with public and private agencies and/or government representatives, or when acting as liaison between the agency and the community at large. .
8. Assist the agency with special events and/or programs. .
9. Assist agency management with other duties as assigned.

Qualifications:

1. Sophomore or Junior.
2. Course work in Social Studies, Sociology, Human Services or Education.
3. Proficient computer skills using Word, Powerpoint, & Excel.
4. Excellent oral and written communication skills.
5. Excellent interpersonal skills.
6. Ability to handle and prioritize multiple time-sensitive assignments.
7. Must be creative and flexible.
8. Excellent attention to details.
9. Proven organizational and time management skills.
10. Familiarity with social networking sites is preferred.

11. Strong interest in nonprofit management and community development.
12. Proficiency in English required.
13. Must have a valid driver's license with a clean driving record.
14. Will be required to complete a routine drug test.

CAPUP provides a wide variety of services for residents of the cities of Richmond, Hopewell, and Petersburg, and the counties of Prince George and Dinwiddie. Some of the programs are summarized below:

**The Child Care Food Program** offers cash reimbursements and nutritional education to state licensed or voluntarily registered home day care providers caring for children and providing nutritious meals.

**The Cars to Work Program** provides welfare-to-work participants referred by the Department of Social Services with donated cars. Individuals who donate their old cars often receive federal income tax reductions. Staff provides free pick up or towing for donated vehicles.

**The Professional Child Care Provider Training** provides an opportunity for individuals who desire to professionally care for and educate children to receive appropriate training designed to enhance their skills and knowledge for optimum success. Participants are encouraged to become entrepreneurs or seek employment in the child care profession. Training and assistance is provided pertaining to the procedures and requirements required for one to become a state licensed child care provider.

**The Demand Response Transportation Program** provides Senior citizens with transportation to congregate meal sites known as "Friendship Cafes", the post office, grocery stores, and other essential sites in the counties of Goochland, Hanover and Powhatan.

**The Emergency Services Program** provides low income citizens with rent and mortgage assistance, utility assistance, emergency food and clothing, transportation, medical assistance, and other services designed to help prevent homelessness, hunger, and suffering.

**The Employment Services Program** provides career counseling, coaching, and other related services, such as: assistance with resume' writing and job searches...

**The Food Buying Club** distributes food shares to its partners and members on the third weekend of each month. Food is purchased from local suppliers at the lowest wholesale prices and the savings are passed on to program participants.

**MetroCASH** is Greater Richmond's Earned Income Tax Credit Coalition. The mission of the program is to make a substantial difference in the lives of working families to achieve great financial independence by advocating for EITC, providing cost free tax preparation, and providing financial literacy guidance and education.

**Project Discovery** addresses the problem of unequal access to higher education by low income and/or potential first generation students. Program activities include academic support, counseling, goal-oriented workshops, and campus visits. These activities are designed to help participants set goals, increase self-esteem, and become the first in their family to go to college.

**The Senior Center** provides a wide range of services for low-income, elderly individuals, such as the daily Capital Area Nutrition Project feeding program, blood pressure screening, cancer screening, field trips, movies, bazaars, and classes in arts and crafts, drama, health, nutrition, and budget management.

**Virginia CARES** is a statewide re-entry program for adult prisoners and ex-prisoners released from Virginia institutions. The program is designed to facilitate a successful transition for participants from prison to the community. The program provides ex-offenders with a wide variety of services such as: transportation, identification cards, work clothing, temporary housing, food, education, job training, and employment assistance.