Grace House internship

Created by Endurance Dickerson

About Me

- Rising Junior at Holy Family Cristo Rey
- Basketball Team - Shooting Guard
- Love listening to K-Pop Musics
- Love learning new things
- My favorite animal is dogs
- Goal to attend Auburn University
- Inspired to be an EMT
- Data Scholar Intern at Grace House Ministries
- Mentored by Hannah Rutlegde, Jackie Guhl, Alissa Blankenship and Ashley Jackson

Project Overview

- Supported the Development team with communications, fundraising and data management
- Focused heavily on planning and execution of the annual Back-to-School Bash
- Drafted thank-you notes, social media content and donor newsletter materials
- Collected stories from program participants for future fundraising efforts
- Tracked volunteer metrics and in-kind donations
- Managed data using Google Sheets, Docs, Drive and Excel
- Assisted with event-related communications and volunteer recognition
- Contributed to design projects using Canva
- Provided general administrative support
- Gained skills in:
  - Data analysis and visualization
  - Storytelling and basic statistics
  - Professional communication
  - Digital literacy and organization tools
  - *AI utilization*



Lessons Learned



1. Time Management
2. Independent initiative
3. Built strong interpersonal relationships
4. Perserverance
5. Gained a deeper sense of self

Looking Ahead

Continue to build relationships

Continue to utilize AI

Build on time management skills

Always work on my communication with others

Always come prepared and finish assignments on time

Be content no matter what circumstances arise

Thank you!

There is importance in showing gratitude in all things...

My mentors modeled healthy, working relationships. They are smart, talented ladies who included me in all areas of their jobs.

TO HANNAH

Thank you for being a good mentor, teaching me all things behind the scenes and how development is the stem of the ministry.

TO JACKIE

Thank you for showing me kindness and overwhelming support. You kept me organized and on task. I really appreciate your consistency.

TO ALISSA

Thank you for demonstrating amazing real-life administrative skills and for showing me grace in learning from my mistakes.

TO ASHLEY

Thank you for welcoming me to the office on my very first day. I appreciated how you listened, offered thoughtful options and shared helpful advice.

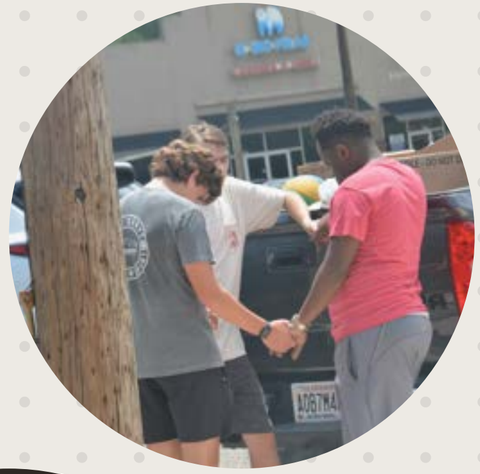
TO QUANTHUB

Thank you for this opportunity. Without it, I would not feel as prepared for my junior year and my future. The skills I learned are valuable and will help me succeed moving forward.

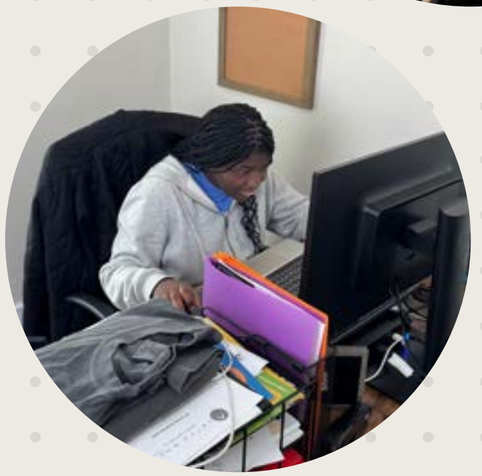
A Closer Look Into My Summer Internship
















thank
you