Contact Ministries

Street Address: 1100 East Adams, Springfield, Illinois 62703
Phone number: (217) 753-3939  Fax number: (217)753-8643
Email Address: executiveassistant@contactministries.com
Agency Contact: Stacey Droll
How should I contact this agency? Email
How should students submit cover letters and resumes? Email

General Description of agency
Contact Ministries has established itself as an agency committed to providing assistance to those in need. The agency provides rental and utility assistance, counseling and advocacy, food, clothing, prescription, and transportation assistance, holiday assistance and seasonal assistance such as fans in summer and coats and blankets in winter. The agency also directs an extensive referral system that links the disadvantaged with other human service agencies.

In November 1993, Contact Ministries expanded its service to the less fortunate of the area by opening an emergency shelter for homeless women with children. The shelter provides all of life’s basic needs – food, personal care items, clothing, and laundry facilities. In addition, residents are given access to phones, transportation, job notices, housing possibilities and child-care so that the mothers can find employment and permanent housing. The Contact Ministries staff provides individual assessment, case management, tutoring, job counseling and mentoring, special programs and activities and other supportive services to the shelter residents.

Internship or Job Description
- case management
- conducting/assisting with fundraisers
- event planning
- interactive programs for the kids and/or moms
- website maintenance
- generating computer reports
- administrative duties
- networking
- marketing

Basic student learning anticipated
Interning with our agency will provide a hands-on experience working with the less fortunate of our community. Everything from working directly with clients to behind the scenes helping with our website is needed.

Hours per week: min. of 10 hours/week
Number of weeks: 16
Position Available: Fall, Spring, Summer

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