

The Women's Center, Inc.

111 North Market Street
Bloomsburg, PA 17815

Office (570) 784-6632

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Internship Requirements and Deadlines

Requirements-

Our internships are very competitive, please contact our agency early if you are interested in interning.

1. Download and fill out the [Internship Application](#).
2. Call our Director of Human Resources at (570)-784-6632 to indicate interest in what internship and semester you are interested in applying for.
3. Submit the internship application, a resume, brief writing sample (2-3 pages), two [Intern Recommendation Forms](#), and a copy of your unofficial transcript.
4. After all of these materials are received the Director of HR will schedule a first interview.
5. After the first interview the Director HR will forward your information to the appropriate department supervisor who will contact you for a second interview.
6. If you're accepted for the internship you will meet with our Director of HR to complete all the appropriate paperwork for our agency. If the internship requires you to work directly with our clients, you will be required to complete our Direct Service Training program.

Deadlines-

Fall Applicants:

- Deadline for Application and Accompanying Materials: **June 1st**

Spring Applicants:

- Deadline for Application and Accompanying Materials: **November 1st**

Summer Applicants:

- Deadline for Application and Accompanying Materials: **March 1st**