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**Physical address:** 1916 Dairy Rd., West Melbourne, FL 32904

**Mailing address:** P.O. Box 320460, Cocoa Beach, FL 32932

**E-mail:** [info@brevardprevention.org](mailto:info@brevardprevention.org)

**Phone:** (321) 426-1644

## **BREVARD PREVENTION COALITION INTERNSHIP EXPERIENCE**

### **Overview**

Brevard Prevention Coalition's internship program is designed to provide hands-on learning opportunities for students and emerging professionals interested in substance use education, prevention, and nonprofit work. Our goal is to help interns gain valuable real-world experience while supporting meaningful initiatives that strengthen our community.

### **Three-Tier Internship Experience**

Interns will have the opportunity to experience the following areas, but are not limited to:

#### **1. Prevention Education**

Assist with youth and community presentations, prevention workshops, and awareness campaigns focused on topics such as substance misuse prevention, mental health, and healthy decision-making.

#### **2. Community Outreach**

Engage with the community through outreach events, school partnerships, and collaborative projects. Help coordinate and participate in activities that promote awareness and connection across Brevard County.

#### **3. Administrative & Data Support**

Gain experience in the operational side of nonprofit management- including data entry, program tracking, communications, and event coordination to understand how community initiatives are organized and sustained.

### **What Interns Will Gain**

- Practical experience in substance use education and prevention
- Professional development
- Opportunities to attend community events and learn about local organizations and their work
- Skills in public speaking, organization, and project coordination

# Intern Application Form



- Participate in orientation and check-ins
- Support outreach and prevention activities (including some weekend events)
- Uphold professionalism, teamwork, and community respect in all activities

Thank you for your interest in interning with Brevard Prevention Coalition (BPC). Please complete the form below so we can learn more about your goals, schedule, and requirements.

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Internship Details

What would you like to gain from this internship?

☐ School credit   ☐ Job/Professional experience   ☐ Personal development

1. If for school or job, please provide the name of your school or organization:

2. How many total hours are you required to complete?

3. How many hours per week are you available to work?

4. When are you required to start your internship?

When is your internship required to be completed by?

1. Are you available to work on weekends?

☐ Yes   ☐ No   ☐ Occasionally

2. Are you available to assist with evening events?

☐ Yes   ☐ No   ☐ Occasionally

3. Where are you located (City/County)? \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Transportation & Travel Expectations**

BPC events often occur across Brevard County, at schools, community centers, at times in other counties and weekend events.

**Do you have reliable transportation?**

☐ Yes ☐ No

**Are you comfortable traveling to off-site events as needed?**

☐ Yes ☐ No

**Skills & Experience Section**

Please list any relevant skills (e.g., public speaking, social media, data entry, youth engagement, bilingual skills): \_\_\_\_\_

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**Background Check / Clearance**

Some activities may require a background check depending on event location (e.g., schools).

Are you willing to complete one if needed?

☐ Yes ☐ No

**Internship Schedule Preferences**

Preferred working days/times:

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**Supervisor or Faculty Advisor Information (if applicable)**

Instructor/Advisor Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Required Evaluations or Check-ins:

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**Reasonable Accommodations**

Do you require any accommodations to support your participation?

☐ Yes ☐ No

If yes, please describe:

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**Media/Photo Release**

Do you consent to being photographed or recorded at BPC events for program documentation or promotional use?

☐ Yes ☐ No

**Technology Usage / Social Media Expectations**

Are you comfortable assisting with social media content creation if needed?

☐ Yes ☐ No

Policy reminder:

Interns must not post photos of youth or event details on personal accounts without explicit permission from BPC staff and will be subject to the company (BPC) social media policy.

**T-Shirt Size:**

☐ S ☐ M ☐ L ☐ XL ☐ XXL    Adult ☐    Child ☐

**How did you hear about us?**

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**Interests within BPC**

☐ Youth programming

☐ Event logistics

☐ Research

☐ Data/evaluation

☐ Administration

☐ Other: \_\_\_\_\_

**Languages spoken** \_\_\_\_\_

**Any barriers you foresee during your internship?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment of Expectations / Code of Conduct**

I acknowledge the following expectations:

☐ I will maintain confidentiality regarding youth and community members.

☐ I will uphold professionalism and respect at all times.

☐ I understand that some events occur on evenings or weekends.

☐ I will communicate any schedule changes with staff promptly.

**Additional Information**

If your school or organization requires any paperwork or agreements to be signed by Brevard Prevention Coalition, please attach or email those forms to: [info@brevardprevention.org](mailto:info@brevardprevention.org)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_