



## HOPE Youth Programs Intern

Hispanas Organized for Political Equality (HOPE) is seeking a Youth Program Volunteer Intern to work with the Youth Programs Manager to assist in various projects related to the HOPE Youth Leadership Program (HYLP) and the HOPE College Leadership Program (HCLP).

You will be responsible for three main projects and will from time to time be asked to help with other projects as assigned by the Youth Programs Manager. Projects vary depending on the program you will be assisting with, intern can self-select which program to support.

### HYLP Projects include:

#### Project 1: Recruitment

- Assist in the development of an outreach and recruitment plan for 200 youth
- Identify former and new community partners (Youth Affiliates)
- Conduct phone calls and create correspondence
- Assist in research for curriculum development.
- Assist in the preparation of the program evaluation report

#### Project 2: Alumnae

- Update alumni tracking system
- Conduct follow-up update calls to graduates.
- Assess program graduates needs to support college success.
- Tabulate program evaluations and create report.
- Locate alumnae through social media

#### Project 3: Latina Youth Research Project

- Research and update Latina youth specific data at the state level and national, draft a report on the status of Latina Youth to be shared at Latina Action Day Conference in Sacramento.
- Research Latina specific data for grants and reports

### HCLP Projects include:

#### Project 1: Recruitment

- Assist in the development of an outreach and recruitment plan for 300 college Latinas to attend the Young Professional Summit
- Identify former and new community partners (Youth Affiliates)
- Conduct phone calls and create correspondence

#### Project 2: Research

- Work with Youth Programs Manager to research needs of college students and develop curriculum for the program including webinars and Young Professionals Summit
- Research Latina specific data for grants and reports

#### Project 3: Communication

- Assist in the development of an online coaching system for alumnae of the HYLP and HCLP Programs.
- Assist with the content and design on a College corner for the HOPE website including messaging and resource gathering

### Qualifications:

- Be enrolled in an accredited four-year institution or graduate program.
- Be interested in pursuing research in the social sciences in a fast-paced non-profit setting.

#### Hispanas Organized for Political Equality

A Nonprofit Leadership, Advocacy and Education Organization

634 S. Spring Street, Suite 920, Los Angeles, CA 90014 • (213) 622-0606 • Fax: (213) 622-0007 • [www.latinas.org](http://www.latinas.org)

- Commit to 10-20 hours a week and be able to work off-site and communicate project's progress effectively.
- Must have an interest in advancing the HOPE mission.

### **Knowledge, Skills, and Abilities:**

- Strong verbal and written communication skills.
- Familiarity with social media platforms such as Twitter, Facebook, Instagram and YouTube.
- Strong organizational and planning skills.
- Possess initiative to carryout duties with minimal supervision.
- Knowledge and proficiency in Microsoft Office.
- Previous experience working with youth highly desired.
- Results driven; Ability to take initiative and work effectively both independently and with a team.

### **Commitment & Schedule**

The intern will report to the HOPE office located at 634 S. Spring Street Suite 920, Los Angeles, CA 90014 cross street 7th Street in downtown Los Angeles. Office hours are Monday through Friday from 9:00 am to 5:00 pm. Schedules are flexible, but interns are expected to commit a minimum of 16 hours/2 days a week.

\*Business casual attire and sometimes business professional attire will be required.

### **Compensation & Benefits**

This is an unpaid intern position with reimbursement for parking/bus transportation. Opportunity for school credit is available. Access to hope events and activities will be available during the internship term. Please send resume to Jael Muller [jmuller@latinas.org](mailto:jmuller@latinas.org). Applications are accepted year-round. Visit [www.latinas.org](http://www.latinas.org) to learn more about HOPE.

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