



HOPE Youth Program Intern

Position Description

Hispanas Organized for Political Equality (HOPE) is seeking a Youth Program Intern to work with our Director of Programs and Operations to assist in various programs related to our youth program. You will be responsible for two main projects but are not exempt from helping with other projects as assigned by the Director of Programs and Operations.

Project 1: YLTLP Track II

- 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 Program Manager in curriculum development.
 - Surveys, evaluations
 - Assignments
 - Research proper curriculum materials
 - Research Latina specific data for grants and reports

Project 2: Alumni

- Revamp and update alumni tracking system (matrix).
- Conduct follow-up update calls
- Assess program graduates needs to ensure college success
- Tabulate program evaluations and create report
- Locate alumnae in Facebook, My Space

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.
- Commit to 16-20 hours a week and be able to work off-site and communicate project's progress effectively.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills.
- Familiarity with social media platforms such as Twitter, Facebook, 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.

Compensation & Benefits

This is an unpaid intern position with reimbursement for parking. Opportunity for school credit is available. Access to hope events and activities will be available during the internship term. Please send resume and schedule of availability to Fanny A. Oliveira, Director of Programs and Operations at Latinas@latinas.org. Visit www.latinas.org to learn more about HOPE.