



- ✓ Do you want to help students succeed academically and be college ready?
 - ✓ Do you want to be part of a team of people working to strengthen wellness prevention and intervention supports for students and families?
 - ✓ Do you want to build relationships and gain parent and student organizing experience?
 - ✓ Do you have strong social media and video editing skills and are interested in putting those skills to good use?
- Do have or want to deepen your evaluation skills?

Consider joining the Promesa Boyle Heights team as an intern!

DESCRIPTION:

Promesa Boyle Heights is a passionate collaborative of adult residents, youth, educators, and organizations working together to realize a shared vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. We believe the challenges facing youth in our community are big, dynamic and interconnected and require a range of coordinated and mutually supporting strategies and approaches.

Promesa Boyle Heights is looking for enthusiastic college interns interested in supporting a community-led initiative while gaining invaluable skills and forging relationships with a wide-range of partner organizations. These are the internship opportunities:

- ✓ Community School Intern
- ✓ Organizing Interns
- ✓ Social Media Intern
- ✓ Evaluation Fellow

Community School Intern

Promesa Boyle Heights is an initiative that partners directly with schools and works within them to support the efforts of all stakeholders to help foster an atmosphere of success for students and families. Two focal points for community improvement are academics and wellness, interns will be investigating, supporting, and developing different platforms to help educate, and inform stakeholders of resources and opportunities. The intern that fills this position should be passionate about community organizing, have an interest in social work and or an education related field and have experience with social justice strategies.

RESPONSIBILITIES:

- Support staff with different school and community based projects
- Collect and organize information

- Community outreach: phone banking, door to door, mailers etc...
- Moderate research assignments
- Data entry support
- Events: support with planning and implementation efforts
- Engage with students, parents, community partners and school officials
- Attend meetings, support with note taking and compiling minutes

Most importantly: Contribute to our work by providing feedback and/ or developing ideas and strategies of your own!

Early Education Organizing Intern

- Data Entry Support ie. Support with updating the contact list for ELN
- Collect and organize information
- Community outreach: phone calls to Early Learning Network asking who is the director of the site, the address, best hours to visit etc...
- Update the Social Media Folder adding description of event and date
- Support by updating our Website and contributing ideas for increasing social media activity
- Events: support with planning and implementation efforts for the ELN
- Help with Research re Early Education

Most importantly: Contribute to our work by providing feedback and/ or developing ideas and strategies of your own!

Community Wellness Organizing Intern

- Support our Wellness Can't Wait storytelling campaign by helping coordinate interviews, interview, and edit materials related to the campaign;
- Support our campaign, which includes collecting and analyzing surveys and existing data;
- Participating in individual and collaborative meetings, participating in outreach days, and supporting actions and events. These events include leadership academies, wellness retreat and school events;
- Support with data input and analysis.

Most importantly: Contribute to our work by providing feedback and/ or developing ideas and strategies of your own!

Social Media Intern

Social Media intern will be responsible for provide timely communications support to staff. This includes maintaining and growing our social media tools.

Main responsibilities include:

- Train and support staff in implementation of our social media plan;
- Writing, editing, and formatting a wide range of documents and materials
- Posting, organizing and maintaining online resources, tools, publications and other materials

Most importantly: Contribute to our work by providing feedback and/ or developing ideas and strategies of your own!

Evaluation Fellow

Evaluation Fellow supports staff and works closely evaluation consultant to develop and carry out our evaluation plan. **Main responsibilities include:**

- Working with Evaluation Consultant, Project Director, and staff to implement and integrate evaluation systems using the data system as a hub for information and portal for timely programmatic reports;
- Monitoring, assessing and refining the consistent collection and analysis of multiple sources of data;
- Support with the design and data collection instruments, trainings, data input, and analysis of qualitative and quantitative data including surveys, focus groups, and interviews;
- Provide some support in helping communicate data results to a wide audience with variable research experience and expertise;

Most importantly: Contribute to our work by providing feedback and/ or developing ideas and strategies of your own!

REQUIREMENTS

- Students applying for this internship must have strong communication skills.
- Students considered socially conscious are highly encouraged to apply! Applicants should also have strong writing skills, as well as a solid understanding of social media.
- Microsoft Excel and other Microsoft Office experience is required.
- Ability to work collaboratively with diverse staff, community residents, and agency partners is a must;
- Bilingual Spanish-speaking strongly preferred; Boyle Heights lived or work experience a plus.

Benefits of these internships

- Access to webinars/online trainings
- Shadow professionals

- ☒ Build experience develop education materials
- ☒ Attend Meetings and/or Community Events
- ☒ Build research – Data collection, entry/cleaning, analysis experience
- ☒ Opportunities to work with a collaborative of organizations

Timeline & Commitment

We are looking for a consultant who is available to begin the scope of work outlined above as soon as possible and is interested in exploring opportunities for a long-term partnership.

For questions or to apply, please email or call Deycy Hernandez at:

Email: dhernandez@proyectopastoral.org; Phone: 323-881-1769