**Latino U Access Intern, White Plains, NY**

**Responsibilities and Qualifications:**

This candidate should have a passion and dedication to the mission of increasing college access and completion for Latino youth. Candidates should also: possess excellent written and verbal communication skills; be a self-starter, willing to take initiative; be a team player willing to pitch in where needed; be detail oriented; and be proficient in basic computer skills (Microsoft Office, Excel, Power Point and Internet Research).

Interns will collaborate directly with Executive Director on high impact projects necessary to support a non-profit organization. **Intern positions include:**

• Event Management and Development – Execute special events and fundraising activities.
• Program Management: Support for program activities, research and develop programs and program assessment process.
• Information Technology – Development and management of web systems and databases.
• Social Media – Development of social media strategy, updates and maintenance. Includes research for content.
• Communications / Media – Newsletter development, flyers, publicity materials, media outreach.
• Volunteer management intern – assist in development of volunteer recruitment plans. Manage Volunteer database.

**Desired Class Level:** Sophomore, Junior, Senior

**Position Type**: Internship - Unpaid/For Credit, Fall Internship, Spring Internship, Summer Internship. 3-4 months, hours are flexible and part time, Bi-Weekly status meetings with Program Team

**Training Provided:**

Interns are provided orientation and training on their first day. Training is tailored to the intern position. Interns are invited to attend professional development opportunities (including but not limited to conferences, webinars, and workshops). Supervision and mentorship is provided by Executive Director. Bi-weekly status meetings are held with Executive Director.

**Learning Outcomes:**

Communication, Leadership, Team Work Ability, Adaptability, Creativity, Cultural Awareness, Organization/Operations, Knowledge of the Career/Field. Interns will learn firsthand about the development and growth of a new social enterprise. Interns will demonstrate the ability to apply knowledge and skills related to their major or career interest. Interns will also become familiar with functioning in and professional workplace environment.

**To Apply:** Contact Casa Purchase at casa@purchase.edu to set an initial interview with instructions on how to submit an application.