Latino Family Center

2016-2017 Graduate Student Internships

The Latino Family Center is currently seeking applicants for five internship opportunities. Applicants must be currently enrolled in a program of higher education (graduate or other professional school preferred). Please note that for some positions proficiency in Spanish is a requirement.

**Children and Youth Intern:** The C&Y Intern will assist the team in organizing and providing fun educational activities for children of all ages! Other responsibilities may include helping connect children to different after-school programs and events close to their neighborhoods, and help connect tutors with students who need educational support, including English learning support. Spanish proficiency is a plus!

**Service Coordination Assistance Intern:** The SCA Intern will assist the service coordinators in providing support to families in connecting with services in Allegheny County. Responsibilities include helping families navigate to and from appointments, assisting families fill out documents, assisting families with calling different billing companies, ensuring families have interpreters when accessing a service, accompanying parents to school meetings when necessary, and more. This individual must have excellent writing, research and organizational skills in order to document work and they must be able to engage community partners and work successfully with the Latino community. Excellent Spanish and English speaking skills REQUIRED.

**Policy Research Intern:** The PR Intern will help the center in research and keep track of any policy changes within the immigration system that may affect the Latino community in Allegheny County. Responsibilities include researching policies and keeping the center staff updated on policy changes and developments, assist the center staff in researching how to navigate different systems at the Local, State, and National level in order to better support the Latino Community. This individual must have excellent writing, research and organizational skills. Proficiency in Spanish is not a requirement for this position.

**Grant Writing Intern:** The GW Intern will assist the Latino Family Center’s director in researching and applying for different funding opportunities, both locally and nationally. This individual must have excellent writing, research and organizational skills. This individual must be able to communicate with different individuals and represent the Latino Family Center in a professional and respectful manner. Individual must have an understanding of the Latino community. Proficiency in Spanish is not a requirement for this position.
Latino Community Assessment Support Intern: The LCA intern will provide administrative support with the implementation of the six working groups developed from the Latino Community Assessment in order to reduce and remove current barriers the Latino Community voiced in reaching their goals and dreams. This individual must have excellent writing, research, and organizational skills and must be able to engage different service providers and community members. Individual must be fluent in both Spanish and English.

Internships are expected to being in the Fall of 2016, although earlier start dates will be considered. Interns must use their own laptops.

Application & Contact Information

To apply, please send a (1) resume, (2) cover letter, and (3) writing sample to your Field Advisor.