

East Los Angeles Residents Association Internship Opportunity

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Organization and Project Overview

Cityhood for East L.A. is a project of the East Los Angeles Residents Association, a 501(c)(4) non-profit organization. Our mission is to develop the community's social, educational, economic and structural resources through advocacy and civic engagement. Our objective is to incorporate our community and become the City of East Los Angeles.

Description - General Summary

The intern will implement a community outreach plan with the goals of recruiting volunteers and communicating with voters. Using online organizing tools and grassroots strategies, s/he will manage and energize volunteers. Crucial functions include setting up stakeholder meetings, making presentations, developing recruitment materials, and maintaining an extensive database. This internship will provide the opportunity to be a vital part of the historic effort to help an underserved community become its own city.

Qualifications

- Recent graduate of or student in a bachelors program in urban planning, public administration, public policy, political science, or a related discipline with an emphasis on applied research and/or community organizing work.
- Highly motivated recent high school graduates will also be considered.
- Experience working in a grassroots setting and in a fast paced environment is strongly recommended.
- Resident of East L.A. preferred.

Tasks & Responsibilities

- Participate at board and committee meetings.
- Outreach to local organizations, churches, schools, businesses, and community leaders.
- Call and engage supporters and donors.
- Create a calendar of community events and activities.
- Assist with planning volunteer trainings.
- Create flyers, handouts, PowerPoint presentations, and e-newsletters.
- Provide office-wide assistance (faxing, filing, answering phones, etc.)

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills.
- Creative, flexible, and self-motivated.
- Ability to work independently and with little supervision.
- Strong organization and project management abilities.
- Solid writing, editing, and presentation skills.
- Experience with Internet research and Microsoft Office suite, especially Word, Excel, and PowerPoint.

Duration and Compensation

This position requires a minimum commitment of 20 hours per week for 10 weeks. Start immediately. Stipend may be available. May coordinate with course credit or service hours if applicable.

Language Skills

Bilingual ability a must. Spanish and English.

Contact

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