



Girls A.C.T Summer Internship

Position Summary:

The Summer Internship (SI) is a temporary position that will consist of 25 hours each week for 10 weeks; this role will be essential to the facilitation of the Girls A.C.T Summer program. The Girls A.C.T Summer Program is a program designed to engage Latina Youth ages 14-20 in a culturally competent setting, and assist them in developing skills that will support them in their future successes.

Among other tasks, the SI will be responsible for assisting the Youth Coordinator in facilitating workshops; administrative support including but not limited to keeping attendance, student intakes, managing participant paperwork, and data input; mobilizing participants; documenting workshops through photography and videography; and perform duties that relate to the success of the Girls ACT program. The SI will report directly to the Youth Coordinator, and the Executive Director.

Essential Responsibilities:

- Ensure active participation of current Girls ACT Participants and develop meaningful relationships with participants.
- Facilitate workshops in both English and Spanish.
- Mobilize participants and lead participants in performing community outreach.
- Ensure safety of participants and create/ maintain a safe space.
- Support communications, including taking photos and videos, and directly communicating with participants via messaging.
- Manage participant attendance, participant paperwork, and data collection.
- Perform other job-related duties as assigned.
- Create program materials such as presentations, workshops, etc.
- General support to ensure success of Girls A.C.T Summer Program.



Position Requirements:

- Bilingual in Spanish and English; comfortable with public speaking in both languages.
- At least one year of experience in a youth leadership position; additionally, at least junior status in university.
- Deep understanding of cultural competency and familiarity with Latino culture.
- Self-motivated, with the ability to work independently under pressure and overcome obstacles.
- Excellent communication, organizational, and interpersonal skills.
- Maintain a positive working attitude.
- Eager to learn and teamwork oriented.
- Ability to lead a team of fifteen students.

Job Type: Part Time Internship- 25 hours weekly for 10 weeks.

Monday - Friday 10:00 am- 3:30 pm.

Monday, June 12th - Friday, August 18th.

Stipend: \$1500 upon program completion.

To apply for this position please send your resume to Ntorres@sepamujer.org, along with a brief explanation (100-500 words) of how your background and experience will add value to the Girls A.C.T Program.

***Other volunteer opportunities are available.**