Summer "Bootcamp" Assistant Internship

Number of positions available: 5-6 Intern positions

Supervisor: Luis Alvarado, Parent and Student Outreach Project Coordinator and Team Lead

Virtual or In-person: Virtual and in-person

Eligibility requirements: ELP II or ELP III participant

Internship dates: July

Working hours:

- Virtual work preparing for workshops. 2-10 hours/week in mid-June and early July

- In-Person student engagement workshops on the following dates:
  June18th, June 21st, June 23rd, June 25th between 6:30-8:30pm
- July 16 8:30am – 4:30pm in person at NoVA Community College in Annandale

Responsibilities:

- Help with workshop preparation (prepare materials, event organization, etc.)
- At the in-person Bootcamp
  - Registration desk assistance at events
  - Campus navigators – help people find their way around the campus
  - Social media – share information from the event from a youth perspective during the event on Edu-Futuro's social media outlets
  - Opportunities for public speaking and group facilitation
  - Communicate with Volunteer Coordinator about any student concerns/questions
- For the virtual sessions:
  - Co-manage Zoom meeting
  - Provide tech support for participants
  - Help prepare materials for the class
  - Call participants to ensure they are registered
  - Send text reminder to participants and share Zoom link for online workshops

Desired skills:

- Spanish fluency high recommended but not required
- English fluency required
- People skills – talking to attendees, helping them find their way around
- Receptive to guidance from staff
- Interest in social work is desirable
- Your own computer or iPad required for virtual work.

About Edu-Futuro: Edu-Futuro is a non-profit organization whose mission is to empower immigrant and underserved youth and families through mentorship, education, leadership development and parent engagement. Additionally, this organization provides FREE community support to Fairfax County, City of Alexandria, Arlington County and Prince William County residents.