

## **Leadership Workshop Assistant Internship**

**Number of positions available:** 1-2 Intern positions

**Supervisor:** Luis Alvarado

**Virtual or In-person:** Virtual and in-person

**Eligibility requirements:** ELP II or ELP III participant

**Internship dates:** June 13 – August 15, 2022

### **Working hours:**

- Virtual work preparing for workshops. 2-10 hours/week in early June
- Must be available for an in-person events at John Lewis High School in Springfield:
  - Saturday June 18 from 9am-1pm
  - Tuesday June 21 and Thursday June 23 from 6pm-9pm
  - Saturday June 25 from 9am-1pm

### **Responsibilities:**

- Help with workshop preparation (prepare materials, event organization, etc.)
- At the in-person workshops
  - Assist at registration desk assistance
  - Serve as Campus navigators – help people find their way around
  - Post on social media – share information from the event from a youth perspective during the event on Edu-Futuro's social media outlets

### **Desired skills:**

- Spanish fluency highly recommended but not required
- English fluency required
- People skills – talking to attendees, helping them find their way around
- Receptiveness to feedback and support 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.