



INTERNSHIP APPLICATION 2013

EMAIL SUBMISSIONS TO: interns@collierstoriesmatter.org

DEADLINE: Applications will be received on a rolling basis

Visit our website: www.collierstoriesmatter.org

Position overview: The Collier County Neighborhood Stories Project is seeking interns to start immediately. The ideal candidates will be fast learners with a strong interest in immigrant rights. Previous experience working with coalitions and distributed teams successfully is a plus. The interns will report directly to Project Coordinator. Position location varies. This is an **unpaid** internship but we will work with students to facilitate school credit. Position descriptions are included at the end.

We will interview with potential candidates as deemed necessary

Commitment: flexible, preferable at least 8-10 hours per week; start date and duration are negotiable , a courtesy notice of a least 2 weeks prior to leaving is required

Candidates must have their own transportation, phone and laptop.

Some responsibilities for positions will overlap so that all interns gain experience in related fields.

Intern positions include:

- Deferred Action Program
- Development (Fundraising and Grant Writing)

The number of interns for each position will vary.

Location(s): Naples and Immokalee, FL (the area of Collier County) and/or can work remotely

About the Project

The Collier County Neighborhood Stories Project is a grassroots effort to engage and empower immigrant community members to enter in dialogue about the police abuses they have experienced and witnessed in their daily lives. We have expanded our work to not only include a storytelling component, but also popular education trainings and workshops, informative workshops and direct services like deferred action and citizenship clinics.

Internship Descriptions

1. Deferred Action Program

Applicants will assist Program Directors with the planning and coordination of Deferred Action (DACA) and Citizenship Clinics in Collier County and surrounding areas. Deferred Action provides qualified undocumented youth with administrative relief, or some protection from deportation, for a period of two years. It is the result of recently announced administrative relief for DREAM Act eligible youth.

Qualifications and Requirements

- Commitment to civil rights, immigrant rights, social justice, and change through grassroots media organizing
- Familiarity with Hispanic/Latino immigrant community issues
- Participate in project related workshops or trainings
- Willingness to learn about CCNSP history, philosophy and work
- Ability to participate in occasional evening and weekend events
- Flexibility to take initiative and work independently
- Must be able to adapt quickly to new surroundings, people and changes
- Be creative and have a sense of humor
- Bilingual in Spanish is HIGHLY preferred (reading, writing, speaking)
- Ability to work with diverse backgrounds and cultures as well as ability to work independently

REWARDS

- Understanding and hands-on experience with immigration law work
- Experience working with a community based organization
- Significant impact on undocumented immigrants' efforts to remain in the US

Skills

- Strong written and verbal communications skills
- Strong organizational skills
- networks (facebook, twitter, youtube) and new media technologies
- law students or students interested in the legal field are encouraged to apply

Responsibilities include:

- Researching and networking with local immigration lawyers and service providers to promote this program and establish partnerships
- Perform outreach for clinics to establish sustainable clientele for clinics on a regular basis
- Assist with day-of tasks of clinics when necessary

Location: These interns could work remotely from home

To Apply: send an email to interns@collierstoriesmatter.org with your desired position and name in the subject line.

Include: a resume, cover letter detailing your interest and qualifications. Cover letters should clearly state 1) your time availability 2) your projected start and end date 2) the number of hours you are available each week and 3) the days and times in which you are available.

Please indicate in your cover letter where you learned of this opportunity

1. Development Interns

Qualifications and Requirements

- Commitment to civil rights, immigrant rights, social justice, and change through grassroots media organizing
- Familiarity with Hispanic/Latino immigrant community issues
- Participate in project related workshops or trainings
- Willingness to learn about CCNSP history, philosophy and work
- Ability to participate in occasional evening and weekend events
- Must be able to adapt quickly to new surroundings, people and changes
- Be creative and have a sense of humor
- Bilingual in Spanish is HIGHLY preferred (reading, writing, speaking)
- Ability to work with diverse backgrounds and cultures as well as ability to work independently

Skills

- Strong written and verbal communications skills
- Strong organizational and internet research skills
- Time management skills
- must be available to work 8-10/hours per week. However, We understand about Midterms and Finals weeks!
- Knowledge of Microsoft Word, Excel, a must!

Responsibilities include:

The Development Intern will assist with the fundraising efforts, specifically:

- Researching prospective donors
- Writing and editing of (at least) one grant and report
- Generate gift acknowledgements
- Data entry of donations Follow-up with donors via letter and phone

The Development Intern will research, write and submit a grant, taking the grant writing process from beginning to end.

In addition to the above, the Development Intern will:

- Assist in planning and setting up for special events
- Assist in written appeals to individuals and businesses

Location: On-site, if needed, as well as working remotely

To Apply: send an email to interns@collierstoriesmatter.org with your desired position and name in the subject line.

Include: a resume, cover letter detailing your past experiences with communications, 2 writing samples (one must be non-academic and could be of a published piece), and one design (if you have one)

Please indicate in your cover letter where you learned of this opportunity
