



Job Title: Programs Intern	Start & End Dates: August 2024 - flexible
Hours/Week: minimum 10 hrs/week	Office Schedule: Monday-Friday, 9am-5pm
Compensation: College Credit	Work Model: Remote

Organization

HOPE® is a nonprofit, nonpartisan organization that has focused on empowering our communities through advocacy, Latina leadership training, and increasing knowledge on the contributions Latinas have made to advance the status of women for the past 35 years. To date, HOPE's innovative programming has served 65,000 Latinas statewide and touched the lives of several thousand more.

Job Scope

HOPE is seeking a Programs Intern to work with the Programs Team to assist in various projects related to the HOPE Leadership Institute (HLI), the Young Professionals Summit (YPS), the HOPE College Leadership Program (HCLP), and/or the HOPE Youth Leadership Program (HYLP). You will be responsible for the following tasks and will from time to time be asked to help with other projects as assigned by the Programs Associate. Projects vary depending on the program you will be assisting with.

Responsibilities

Planning, Development, & Implementation

- Assist in the development of leadership program sessions
- Assist in research for curriculum development
- Support with material creation and project coordination

Research & Communication

- Update alumnae and cohort members of HOPE news and updates
- Create invitations for speakers and cohort
- Research and update Latina specific data at the state and national level
- Research Latina specific data for grants and reports
- Assist with tracking touchpoints and communication with program alumnae

Organizational Support

- Collaborate with team members to support various administrative functions, including scheduling, correspondence, data entry, and document preparation
- Assist with the design and creation of basic graphics and program materials

Preferred Skills

- Strong verbal and written communication skills
- Familiarity with social media platforms such as Twitter, Facebook, Instagram, and YouTube
- Strong organizational and planning skills

- Possess initiative to carry out duties with minimal supervision
- Knowledge and proficiency in Microsoft Office
- Previous experience working with international programs or organizations is desired but not necessary
- Results driven; ability to take initiative and work effectively both independently and with a team
- Able to communicate in Spanish, both and written - preferred but not required

Contact

Please send your resume and cover letter to Kimberly Salinas at ksalinas@latinas.org.
Visit www.latinas.org to learn more about HOPE.