



The Hill District Global Engagement Coalition (HDGEC)

Application Deadline: January 15th, 2019

Internship Start Date: February 1st, 2019

Internship End Date: Completion of Community Based Projects (September 2019)

Hours: Min. 10 hours per week

Compensation: None

Please Submit Resume/CV to: Tyisha Burroughs, Equity and Inclusion Program Manager,
tyisha.burroughs@amizade.org

Subject Line: (HDGEC) Intern

Summary

Global education and service-learning are directly associated with increased civic engagement levels, improved academic achievement, and future employment opportunities. However, there is a significant access gap in terms of the youth who get to participate in these experiences, allowing more well resourced youth to become more globally connected and professionally competitive. The Hill District Global Engagement Coalition looks to change this, and is seeking a motivated and proactive intern interested in supporting cutting edge international education programming with young people from the Hill District in Pittsburgh.

Responsibilities

- Assist in Hill District Global Education Coalition Activities
 - Participate in workshops in the Hill District
 - Coordinate logistics for pre and post departure session
 - Confirm session attendance with partners and Facilitators
 - Manage applications
 - Assist RFP Candidate in Research needs
 - Assist in planning and implementing Global Engagement Ambassador Induction ceremony
 - Assist in planning wrap up ceremony
 - Save all applications and additional materials on drive.
 - Confirm with Community Partners and Mentors once we have received all of their application materials.
 - Engage in regular communication and follow-up with Partners
 - Email Partners Passport and Country specific Visa instructions
 - Respond regularly to student and parent questions.



- Create emergency binder for staff in case you leave the office.
- Help coordinate post-program meetings
- Provide support for Community Based Projects
- Follow up with all Participants (Handwritten thank-you cards--to community partners and facilitators)
- Assist with Hill District project social media and communications
- Possible travel
- Ceoli Cards
 - Update inventory
 - Update labels
 - Fulfill orders

Intern Qualifications

- Understanding of the basic concepts of photography and videography.
- Ability to conduct interviews based on a script developed by the Marketing and Communications Coordinator.
- Ability to manage photography equipment.
- Basic knowledge of social media platforms such as Facebook, Instagram, and Twitter. (How to post and engage with the audience).
- Willingness and motivation to learn about photography and global service-learning,
- Availability to travel with groups of youth within the country or abroad between the end of May through July, 2019. (costs covered by the organization)
- Basic knowledge of Adobe Premiere Pro is not mandatory, but it's a plus.
- Ability to communicate effectively in a multicultural and multiethnic environment
- Ability to work independently
- Must have Access to reliable transportation
- Availability to intern on occasional weekends and nights