



## **Adelante Student Voices**

### **Internship Position Summer 2023**

[www.adelantestudentvoices.org](http://www.adelantestudentvoices.org)

The mission of Adelante Student Voices is to support undocumented students and their families in New York on their unique journeys to higher education, while supporting their self-advocacy so they can advance social justice in their communities. High school students join Adelante through an annual 10-day summer program at Vassar College in Poughkeepsie. We have two types of positions open in Summer 2023, either an Intern for a 10-week commitment, or a counselor for a 12-day commitment. This post is for the Internship.

*We are looking for people to join our summer team who:*

- Are committed to justice and youth empowerment
- Have experience working with/in diverse group settings and young leaders
- Can commit the necessary time (see positions below)
- Offer either first-hand knowledge from personal/familial immigration status or experience helping others navigate the system

#### **Internship**

Ideally\* May 30<sup>th</sup> – August 4<sup>th</sup> (10 weeks, full-time, flexible hours)

#### Responsibilities:

- Prepare for summer session, including...
  - Finalize the schedule for the Summer Program (workshops, contact speakers, college visits)
  - Assist in ensuring we have completed medical and school records for each participant, including calling families with reminders
  - Request sponsorships from local agencies and businesses
  - Work with the Planning Committee to revise learning goals and assessment materials
- Arrive to Vassar College on June 24 to take part in staff orientation
  - Attend trainings related to being a mentor to new Adelante members
  - Organize materials within our space and create welcome signs
  - Plan icebreakers and other activities for the students between workshops
  - Help orient the counselors to the program schedule
- Full 10-day session with 20 high school students including overnights in the residence hall: June 25<sup>th</sup> at 2pm - July 4<sup>th</sup> at 8pm
  - Mentor a group of 3-4 students with daily check-in conversations
  - Assist workshop leaders, and take photos and notes during the workshops
  - Chaperon students as they navigate campus and during college visits
  - Provide support during computer lab sessions as students create personal Plans
  - Clean common spaces and perform other daily tasks as part of a dedicated team
- Post-Summer Program Wrap-up
  - Write an evaluation summary of the 10-day program
  - Thank sponsors and workshop leaders
  - Supply all students with digital copies of summer work
  - Follow-up with rising seniors about application tasks

Stipend: Our strong preference is to help interns apply for institutional grants and summer fellowship funds. However, in the case our best candidate comes from a school or situation where these funds are not available, we will consider a stipend of \$2,500.

Location: All work before and after the summer program (June 24-July 5) is remote. During the summer session, the intern will live in the residence hall at Vassar College with the students and other staff. We will provide all meals during the staff orientation and summer program.

Preferences: We have a strong preference for the intern to have a driver's license to facilitate work (we can lend a vehicle). Additionally, fluency in Spanish is valued to facilitate communication with most parents. If you think you are otherwise a great fit but don't meet one or both of these preferences, feel welcome to still apply and explain.

\* Date range is negotiable, with a preference for as much time as possible to help us prepare prior to the start of the summer session.

### **How to Apply**

Send your resume to Adelante Program Director Susie Ximenez. Please include either a cover letter or write in your email body which position interests you and why you are a good fit. [susie@adelantestudentvoices.org](mailto:susie@adelantestudentvoices.org)

We encourage potential applicants to reach out to us with questions or if you have any concerns prior to applying. Thanks for caring about our work!