



## Description of Community Engagement Initiative Intern

LSA Family Health Service, founded by the Little Sisters of the Assumption, strengthens and empowers vulnerable families and children by meeting their basic needs for food, healthcare, education and a safe home, in the belief that affirming families in their own dignity improves the entire community. They have been operating in East Harlem since 1958. Today, as a nonprofit agency, they proudly honor their mission, roots and their founders' choice to value and respect diversity and the differences between us—including race, gender, religion, income, lifestyle or nation of origin.

The Community Engagement Initiative helps leverage and extend immigration services and educational and enrichment opportunities for LSA clients ages 6 to 18. Enrichment opportunities may include special reading programs, college essay support, summer camps, art days, homework help, swimming lessons, etc. Will also help support one-on-one direct services for legal assistance with immigration cases.

Volunteer and partner-led events and other one-off opportunities are among the kinds of opportunities in the educational enrichment category that will require support by the intern (may include occasional Saturdays).

### Community Engagement Initiative Intern

Schedule: 10 hours/week. Flexible hybrid schedule although some Monday and/or Wednesday in-person hours 10am-3pm required. Flexible schedule as it relates to events.

Interns will receive a stipend of \$4,500 in addition to \$250 to cover transportation expenses.

Supports the Community Engagement Program Manager with many tasks involving engaging families in East Harlem with immigration and educational and cultural opportunities.

Duties to include:

- Outreach with families via telephone, in-person, and email as needed
- Assistance with workshops (college essay seminars, Young Minds workshops, and adult workshops)
- Conduct evaluations of families who have completed our program
- Attendance at training, meetings, and conferences as required
- Help supervise program; assisting children/adult participants as needed during events (weekdays and weekends)
- Advanced intermediate written and spoken Spanish or higher required

Position to start ASAP through spring semester 2023

Please submit a resume, cover letter and the name and contact details for one faculty recommender to Trish Gough, [tgough@lsafhs.org](mailto:tgough@lsafhs.org) by October 14, 2022. In the cover letter, please explain why you are drawn to this position.