

Mission Impact Intern

Department: Mission Impact

Reports to: Mission Impact Director

DESCRIPTION:

This position will support the implementation of the YWCA McLean County's mission to 'eliminate racism, empower women and promote peace, justice, freedom and dignity for all' by working closely with the Mission Impact Director to plan and execute activities that promote the mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research for Mission Impact department
- Develop anti-oppression and social justice trainings
- Facilitate trainings and presentations
- Engage in base-building and volunteer recruitment efforts in the community
- Manage public relations activities for Mission Impact initiatives
- Implement non-partisan voter registration and voter mobilization
- Co-op with YWCA McLean County partner organizations such as Not in Our Town and Not in Our Schools
- Assist Program Director with organizing program events related to social justice advocacy

QUALIFICATIONS REQUIREMENTS:

To perform this internship successfully, an individual must be willing to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Student working toward their undergraduate or graduate degree in social sciences (sociology, social work, psychology, WGS) or similar accredited degree program **preferred (not required)**.
- Coursework or internship experience in social sciences (sociology, social work, psychology, WGS) **preferred (not required)**.
- Coursework or internship experience in social justice, community organizing, activism, popular education **preferred (not required)**.
- Proficiency with e-mail, personal computers and Microsoft office is **required**

LANGUAGE SKILLS:

- Proficiency in English required
- Good verbal and written communication skills required

- Proficiency in at least one other language helpful

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Committed to social justice and all aspects of YWCA’s mission
- Must be able to attend program events within and/or outside scheduled hours
- Must be flexible and willing to learn new concepts related to the program
- Ability to manage multiple projects at the same time
- Ability to receive instructions and be able work independently

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this volunteer opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this internship, the intern is frequently required to speak, hear, read, and write. Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus. The intern is frequently required to stand, walk, and sit. The intern is seldom required to lift/move up to 45 pounds.

The position requires a reliable mode of transportation.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office for this position is located at 1201 N. Hershey Road, Bloomington, IL 61704. This position may also require travel to places in the community for events and presentations.

I have received a copy of this job description and understand the information included herein.

Employee

Date

Supervisor

Date