



Civic Engagement Internship Opportunity

Start/End Date: June 21, 2022 thru August 4, 2022

Hours Per week: 25-35

Days: Monday-Thursday 9:30am- 4:30pm

*Some evenings and weekends will be required based on programs or events.

Location: San Bernardino

Paid: \$1,500 stipend for satisfactory completion of full internship

(An additional \$500-\$1,000 scholarship for exemplary performance)

APPLY BY: May 18, 2022
Interviewing Begins: May 23rd

DESCRIPTION OF INTERNSHIP:

Interns will support core programming and new initiatives of BLU Educational Foundation that focus on College & Career Access, Economic Empowerment, Civic Engagement, Educational & Cultural Enrichment and the Arts.

Major Projects include:

College & Career Access and Community Engagement

Outreach to high school students regarding educational planning and enrollment in college. Assist with outreach and recruitment of community organizations, business, and public and private institutions as partners for the Black College & Career Access Network.

Film, Media, and The Arts

Creating and curating social impact narrative content, including photography and short films. Projects may involve marketing, social media, development and management of BLU program communications.

Public Policy & Advocacy

Assist with advancing and expanding BLU's policy and advocacy work on issues related to higher education, Black educational achievement and public lands.

Black History

Develop and conduct an educational cultural day camp for 5th-8th grade students.

DUTIES:

- Research and compile data about the Inland Empire African American community.
- Use software to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations
- Research, create and implement effective programming for middle and high school students
- Design and deliver workshops/presentations to students, parents, businesses and the community
- Collaborate with other interns and professionals on various projects
- Provide college prep support to students and families
- Manage/maintain accurate records; monitor/track progress on a weekly basis



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- Recruit participants for programs and events
- Assist with and participate in special events/projects as needed

QUALIFICATIONS

- Must be enrolled in an accredited college or a rising high school senior, and be in good academic standing
- High level of proficiency in computer programs, software and social media platforms, (Microsoft Office programs, Graphics/Layout programs) proficient use of Internet for research, and email functions for correspondence
- Excellent written, analytical, and oral communication skills
- Must carry self in a professional and ethical manner, maintain strict confidentiality
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multitask and work independently in an effective manner under pressure
- Dependability and punctuality are a must!

SKILLS TO BE USED OR LEARNED

- Program Design
- Customer Service
- Advocacy/Community Organizing
- Project & Event Management
- Public Relations
- Marketing & Social Media
- Film and Video Production
- Public Speaking
- Graphic Design
- Team Management
- College & Career Planning
- Branding

Project Outcomes/Results Desired at the End of Internship: Interns will have gained extensive work experience, information and professional guidance connected to their specific career goals. In addition, they will have successfully implemented projects that will have resulted in an increase in the number of students who are able to access higher education and increase their network of support toward college graduation and thriving careers.

HOW TO APPLY:

1. Complete online application: <https://forms.gle/UfBoqRzAb7jjgkDG8>
2. Upload current resume in online application

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