



**Waltham Alliance for Teaching, Community Organizing and Housing**  
**24 Crescent Street, Suite 201**  
**Waltham, MA 02453**  
**[www.watchcdc.org](http://www.watchcdc.org)**

### **WATCH Internships Available for Fall 2018**

WATCH's mission is to help poor and immigrant residents of Waltham to get access to services and have a say in how things are done in our community. WATCH provides English class for immigrants, helps low income tenants find housing, educates tenants on their rights so they can organize for better conditions and more affordable housing. WATCH builds community by providing volunteer opportunities and a place where members can improve their own lives and help make a difference in Waltham.

Please note- all internships are unpaid and follow federal and state regulations for unpaid internships. No experience needed. Internships are at our office at 24 Crescent Street, Suite 201, Waltham. Transportation to and from WATCH is the responsibility of the intern.

#### **1. Community Organizing - Voter Registration & Community Outreach Intern**

Background: WATCH wants to register 100 new voters to participate in the Fall Election. We are also working to get an affordable housing proposal passed by the City Council.

Duties: Work with the Community Organizer with our voter registration and organizing drive with canvassing, tabling, and coordinating efforts with other community organizations. Intern will help by getting postcards and petitions signed and registering people to vote. Intern will help with turnout for events related to our affordable housing campaign, create marketing materials, write newspaper articles, and organize meetings with City Councilors. 5-20 hours/week  
Intern will gain experience in community outreach, door to door canvassing, volunteer mobilization, and project management.

#### **2. Community Organizing- Research Intern**

Background: WATCH works to pass affordable housing proposals through the Waltham Community Preservation Committee and City Council to increase access to safe and affordable housing.

Duties: Work with the Executive Director and Community Organizer to research options for affordable housing proposals, help draft affordable housing proposals, research the need for the proposal as well as develop plans for implementing the proposal.  
Intern will gain experience in research in a community setting, policy proposal development, and creating materials for outreach.

#### **3. Housing Clinic- Mon and Thursday Evening Intern**

Background: The WATCH / Brandeis Housing Clinic helps hundreds of Waltham tenants a year to access community resources, resolve issues with landlords, understand their rights during an eviction, find emergency housing, get help for poor living conditions, and find affordable housing. The program is a partnership with Brandeis Professor Laura Goldin and WATCH CDC.

Duties: Intern will work in the Monday and/or Thursday clinic 7pm-8:30pm to help low income tenants apply for housing and other services, advocate for themselves with landlords, search for housing online, sign up for financial and other assistance, and get referrals for other community service. Training and onsite supervision and support provided. 3-5 hours/week.

This is a great opportunity for students who want experience in non-profit program management and direct client work. Spanish a plus but not required. Brandeis credit can be arranged for 2- 4 credits. // Available School Years: First Year - Senior

#### **4. Housing Clinic- Research, Data Management and Marketing**

Background: The WATCH / Brandeis Housing Clinic helps hundreds of Waltham tenants a year to access community resources, resolve issues with landlords, understand their rights during an eviction, find emergency housing, get help for poor living conditions, and find affordable housing.

Duties: Intern will work with the Housing Clinic Coordinator to research new community resources for low income households, update our online community resource guide, develop materials/ fact sheets for key resources, and enter client data into our online database. Intern will follow up with clients to see what progress they have made and can do some case management as described in Internship #8 above.

Brandeis credit can be arranged for 2- 4 credits. // Available School Years: First Year - Senior

#### **5. Adult Education ESL Lesson Planning**

Background: WATCH teaches English to adult immigrants with weekly classes, a tutoring program, and conversation groups. Many of our students are not literate in their native language and require a special teaching approach. Our classes are run by volunteer co-teachers and volunteer aides who are supervised by our Program Manager. Our students come primarily from low income households with low wage workers making the majority of our population. Many of our students are Spanish speaking but we also have students from many other parts of the world. The English they learn is practical and based in their day to day lives. Students learn skills that will help them talk to their doctor, open a bank account, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties: Work with Program Manager to prepare class lesson plans guided by a curriculum that includes practical, everyday use of language, conversation, reading, and writing.

Intern will gain experience working with the adult immigrant population, ESL curriculum development and lesson planning, and program management skills.

#### **6. Data Management for Adult Education Program**

Background: WATCH teaches English to adult immigrants with weekly classes, a tutoring program, and conversation groups. Many of our students are not literate in their native language and require a special teaching approach. Our classes are run by volunteer co-teachers and volunteer aides that are supervised by our Program Manager. Our students come primarily from low income households with low wage workers making the majority of our population. Many of our students are Spanish speaking but we also have students from many other parts of the world. The English they learn is practical and based in their day to day lives. Students learn skills that will help them talk to their doctor, open a bank account, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties: Work with Program Manager to develop excel sheets to capture data points relevant to the ESL program such as placement test scores, goal setting, and evaluations. Intern will enter data and then prepare reports for Program Manager related to the data.

Intern will gain experience with working on database creation and management, and data analysis in a nonprofit setting.

## **7. Adult Education - Teaching Intern**

Background: WATCH teaches English to adult immigrants with weekly classes, a tutoring program, and conversation groups. Many of our students are not literate in their native language and require a special teaching approach. Our classes are run by volunteer co-teachers with volunteer aides and supervised by our Program Manager. Our students come primarily from low income households with low wage workers making the majority of our population. Many of our students are Spanish speaking but we also have students from many other parts of the country. The English they learn is practical and based in their day to day lives. Students learn skills that will help them talk to their doctor, open a bank account, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties: Work with Program manager to develop curriculum, prepare class plans, assist in classrooms, check in on volunteer tutor pairs, and assist the Program manager in administrative duties such as registering students, calling students on the waiting list, filing, etc.

Intern will gain experience with working with an adult immigrant population, ESL curriculum development, hands-on work with ESL students, and program management skills.

## **8. Bookkeeping/ Office Management Intern**

Background: WATCH has 5 community programs with income from a variety of local sources and a budget of \$350,000. We have a part time bookkeeper who is looking for assistance in managing the organization's finances.

Duties: Work with the Executive Director and Bookkeeper with preparing deposits, filing, creating and analyzing financial reports, preparing bills for payment, and audit preparation. Assist with other office manager tasks such as answering the phone, greeting clients and other clerical tasks.

5-10 hours/week.

Great opportunity to learn about financial management practice in a non-profit setting.

## **9. Program Management/ Event Planning Intern**

Background: WATCH will be celebrating its 30th Anniversary this year. One of the ways we are celebrating is with an cultural celebration- potluck and music from countries represented in our community.

Duties: Intern will manage the party including securing entertainment, engaging community partners, getting donations from local businesses and help coordinate volunteers on the day of the event. 10 hours/week.

## **TO APPLY FOR ANY WATCH INTERNSHIP:**

For more information or to set up a time to meet, please contact Daria Gere, Executive Director, at 781-891-6689 ext. 200 or [daria@watchcdc.org](mailto:daria@watchcdc.org) and put "internship" in the subject of the email. Please give 3 times you are available to meet between 9 and 3pm Monday through Friday. Also include a few sentences about what you hope to learn or experiences you hope to gain through your internship. If you do not hear back in 1 week, contact Daria at 781-891-6689 ext. 200 and leave a message.

For information on the Housing Clinic Internships, you can also contact Brandeis Professor Laura Goldin at [goldin@brandeis.edu](mailto:goldin@brandeis.edu)