



24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453  
781.891.6689 [www.watchcdc.org](http://www.watchcdc.org)

### **WATCH College Internships Available for Sept- Dec 2019**

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 and citizenship 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, and teaches a course for first time home buyers. 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. Hours listed are approximate and can be adjusted. Schedule is flexible except for classroom aides and housing clinic evening interns.

#### **1. Community Organizing - Voter Registration & Engagement**

Background: WATCH wants to register 100 new voters to participate in the fall election.

Duties: Work with the Community Organizer with our 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 can also help with candidate forum scheduled for Sept. 13. Intern will work to do voter turnout by calling recently registered voters and mobilizing voters in wards that typically have lower turnout. 5-10 hours/week

Intern will gain experience in community outreach, door to door canvassing, volunteer mobilization, and project management.

#### **2. Community Organizing- Outreach and Affordable Housing Campaign Management**

Background: WATCH is pursuing opportunities to promote policy proposals that will increase access to safe and affordable housing.

Intern will work with Community Organizer to do outreach in the community to engage in conversations about support for affordable housing. Intern will assist in turnout and agenda planning for the monthly meetings of the tenant action group. There will be opportunities for intern to participate in strategy sessions and also to promote WATCH's work, develop talking points and engage the public through coming to public hearings on key issues. 5-10 hours/week

This is a good opportunity for a student interested in policy change, social justice, affordable housing and community organizing

#### **3. 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.

#### **4. Adult Education - ESL Lesson Planning 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 prepare class lesson plans guided by the curriculum of practical, everyday use of language incorporating conversation, reading and writing.

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

#### **5. Adult Education - Data Management 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 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.

#### **6. Bookkeeping Intern**

Background: WATCH has 5 community programs with income from a variety of local sources and a budget of \$500,000. 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, audit preparation. Intern will work on preparing materials needed for the CPA for the annual audit review.

Great opportunity to learn about financial management practice in a non-profit setting. 5 hours/week.

#### **7. 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.

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.

### **8. Housing Clinic- Day Time 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.

Duties: Intern will work during day time hours (Mon-Fri 10-5). 5-10 hours/week with the Housing Clinic Coordinator 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.

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.

### **9. 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.

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

Background: WATCH will be hosting an immigrant appreciation potluck and forum. This is a cultural celebration with food and music from countries represented in our community.

Duties: Intern will work with Adult Education Program manager to arrange for food, plan decorations, find and prep speakers from within WATCH's programs and promote the event in the community. 5-10 hours a week

Excellent opportunity to for those wishing to get event management experience in a nonprofit setting.

### **11. Strategic Planning Intern**

Background: WATCH is working on a new 5-year strategic plan.

Duties: Intern will assist Executive Director in collecting data and input from internal and external sources, organizing and summarizing data and preparing reports and documents for review. 5-10 hours a week.

This is a great opportunity for a business or management student that wants to experience strategic planning process in a non-profit setting.

**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.**

