



24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453
781.891.6689 www.watchcdc.org

About WATCH: Waltham Alliance for Teaching, Community Organizing, and Housing Community Development Corporation (WATCH CDC) works towards a more just community in the Waltham area. Through promoting affordable housing, providing adult education and leadership development, and civic engagement opportunities we strive to empower underrepresented residents.

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.

About our internships:

- All internships are unpaid and follow federal and state regulations for unpaid internships.
- No experience needed.
- Hours listed are approximate and can be adjusted.
- The WATCH office is open to the community, so most internships are conducted completely in person, with the possibility of Hybrid.
- Internships will begin the week of September 6th and end the week of December 19th.

Applying: To apply, please email a resume and cover letter to Liz Smith, WATCH's Volunteer and Internship Coordinator at nafisa@watchcdc.org. Feel free to reach out with any questions as well.

See the following pages for our Fall 2022 internship offerings.



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1. Community Organizing Intern

Background: WATCH has a 33-year history of organizing in Waltham. The organization began as an association of tenant activists, and its strongest advocacy remains in housing. WATCH's programs and actions are driven by the strength and power of the Waltham community. [Click here](#) to view a comprehensive list of our 33-year history in relation to affordable housing and tenant advocacy. The Voter Registration & Community Outreach Intern will gain experience in large-scale communication, door-to-door canvassing, volunteer mobilization, and project management.

Duties: The intern(s) will:

- Work with the Community Organizer on organizing drive canvassing, tabling, door-knocking, and coordinating efforts with other community organizations.
- Send postcards, get petitions signed, and register people to vote. The intern will help with the turnout for events related to our affordable housing campaign,
- Assist with boosting event turnout by creating marketing materials, write newspaper articles, and organizing meetings with City Councilors.
- Organize and report on community meetings
- 5-10 hours/week. All work will be done in person. The intern must be available to come to Waltham, MA in order to door-knock, register voters, and attend community events with our Community Organizer
- Ability to speak Spanish is a must



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2. Nonprofit Operations Intern

Background: WATCH CDC is a nonprofit located in Waltham, MA serving the Waltham community through our Housing Clinic, Job & Financial Clinic, Adult Education classes, and Community Organizing efforts. Operations interns assist WATCH with day-to-day tasks that support these program offerings. This is an ideal internship for any students looking to explore a variety of interests and learn more about work in a non-profit setting.

Duties: Interns will complete specific tasks to help support the programs so that we maximize productivity. This could include entering data in our online database, creating flyers, event planning, and much more. Training and supervisory support will be provided. We will work closely together to tailor the work to do to your specific interests and skills. Example projects past interns have worked on:

- **The Policy Research** role involves conducting thorough research on policy issues, developments, and trends to provide evidence-based recommendations.
- **Fundraising Research** involves: identifying potential funding sources, conducting prospect research to assess eligibility and fit for funding opportunities, and providing comprehensive reports and strategies for approaching donors is essential.
- **Grant Writing:** Supporting the preparation of grant proposals, applications, and letters of inquiry.
- **Maintaining the organization's 501c3** tax-exempt status, ensuring compliance with IRS regulations, maintaining records, and filing required reports.

This is a great opportunity for students that want to build a wide variety of skills in a non-profit setting. This person needs to be able to commit 5-10 hours a week for the fall semester. We will determine a work schedule that works best for you based on your availability.



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3. Communications Intern

Background:

WATCH has a 33-year history of organizing in Waltham. The organization began as an association of tenant activists, and its strongest advocacy remains in housing. WATCH's programs and actions are driven by the strength and power of the Waltham community. [Click here](#) to view a comprehensive list of our 33-year history in relation to affordable housing and tenant advocacy

The Communications Intern will gain experience in working alongside WATCH's Communication Coordinator to share out about WATCH's efforts in adult education, community organizing, and addressing housing-related needs of the Waltham community. The intern will be working in person (working hours are flexible)

Duties & Expectations:

- **Create captivating marketing** materials using Canva, including social media graphics, posters, and newsletters, to promote organization initiatives.
- **Perform minor website** edits to maintain an up-to-date and visually appealing online presence.
- **Event Planning:** Coordinate and execute successful events, handling logistics, vendor coordination, and ensuring a seamless attendee experience.
- Monitor and analyze marketing campaign performance, providing insights and recommendations for continuous improvement.
- **Videographer**-Capture high-quality videos and edit them to create compelling visual content for marketing campaigns and events.
- We are looking for someone able to commit 10-15 hours a week (We will determine a work schedule that works best for you based on your availability).



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4. Remote Data Management Intern

Background: While working remotely and in-person, WATCH has been using a variety of platforms such as Salesforce, Google Sheets, and Form Assembly to track outreach and client care. An intern or interns are needed to help with projects involving movement of data, running reports, analyzing data and establishing work flows for smooth internal communication.

Duties: The intern(s) will:

- Work closely under the mentorship of WATCH's Data and Outcomes Manager
- Assist in creating reports
- Assist with data organization
- Reconciling missing data
- Clean data according to WATCH needs

Requirements:

- 5-10 hours/week (We will determine a work schedule that works best for you based on your availability)



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6. Adult Education - ESOL 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 world. The English they learn is practical and based on 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:

- Collaborate with WATCH's Adult Ed Program Manager to develop curriculum & prepare class plans
- Teaching in biweekly classes, collaborating with co-teachers
- Troubleshooting Zoom issues & brainstorming creative ways to engage with students in-person.

Requirements:

- Assist in instruction in the classroom - the intern needs to be available during at least one of the following four class schedules for the course of the entire semester:
 - Either Monday's and Wednesday's 10-12 OR 6-8
 - OR Tuesday's and Thursday's 10-12 OR 6-8
- Dedicate 5-10 hours/week, including time spent in class

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



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7. Adult Education - ESOL 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 world. The English they learn is practical and based on 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 the Program Manager to prepare class lesson plans guided by the curriculum of practical, everyday use of language
- Create activities that engage students in conversation, reading and writing
- Brainstorm creative ways to engage with students remotely via Zoom and in-person.
- Dedicate 5-10 hours/week

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



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8. Job Clinic Intern

Background: WATCH has recently obtained a grant from Newton-Wellesley Hospital that has facilitated the expansion of our Job & Financial Clinic. Our goal is to support our community through workshops and one-on-one counseling on topics such as creating resumes, building good credit, finding jobs, and more. The Job Clinic intern will work closely with our Clinic Coordinator to establish the clinic and expand its services.

Duties: The intern(s) will:

- Work closely under the mentorship of our Job & Financial Clinic Coordinator
- Assess community needs and determine what programs and curriculum would be beneficial
- Develop and facilitate both in-person and remote programming such as workshops, individual counseling, and more.
- Research and develop resources such as “how-to” videos and handouts that effectively convey information to clinic attendees
- Assist with computer literacy course.

Requirements:

- 5-10 hours/week
- Ability to speak and write Spanish.



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9. Housing Clinic Intern

Background: WATCH Case Managers are seeking interns to support and further the work of the Housing Clinic. WATCH is looking to restart our open clinic hours in person at the WATCHCDC office in Waltham. We are seeking students who are interested in learning more about the helping professions, and practice working with clients.

Duties: The intern(s) will:

- Work closely under the mentorship of our Housing Clinic Coordinator
- Assist clients with filling out forms for services like SNAP, WIC, Household Goods, CHAMP, Section 8, Congregate Housing
- Research and develop resources such as “how-to” videos and handouts that effectively convey information to clinic attendees

Requirements:

- 5-10 hours/week
 - Housing Clinic open hours will be twice a week, 1-2 hours, determined by the interns availability
- Multilingual students are encouraged to apply, but speaking more than one language is not required