About WATCH:

Waltham Alliance for Teaching, Community organizing, and Housing works toward a more just community in the Waltham area. WATCH advances and promotes affordable housing, provides adult education and leadership development, and empowers underrepresented residents through civic engagement. WATCH:

- Provides English classes and citizenship test preparation classes for immigrants.
- Helps low-income tenants locate housing and resources for other basic needs.
- Educates tenants on their rights so they can advocate for better conditions and more affordable housing.
- Coordinates certified courses for first time home buyers.
- Builds community by providing volunteer opportunities and a place where members can improve their 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 entirely conducted in person, with the possibility of Hybrid.

Internship Timelines:

Fall Internship: Sept 2026 - Dec 2026
Spring Internship: Jan 2027 - April 2027

To apply, please email a resume to Nafisa, WATCH's Volunteer and Internship Coordinator, at nafisa@watchcdc.org. Feel free to reach out with any questions. See the following pages for our Internship offerings.

1. Adult Education - ESOL Intern (2 positions available)

(Ideal for students studying education, TESOL, linguistics, nonprofit management, or related fields who are interested in working with adult immigrant learners and gaining practical classroom experience.)

Background: WATCH teaches English to adult immigrants through weekly classes, a tutoring program, and conversation groups. Our English classes utilize a small group format. Each class consists of 3-4 small groups. Small groups each have one dedicated volunteer or intern and consist of 3-6 students. Our students come primarily from low-income households, with low-wage workers making up the majority of our population. Languages that are represented in the classroom include but are not limited to Haitian Creole, Spanish, Portuguese, Mandarin, and Russian. The English learned is practical and based on their daily lives. Students learn skills that will help them communicate with their doctors, open bank accounts, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties:

- Lead at least one small group each week
    - Create and teach a lesson to your small group weekly
- Meet with the Director of Adult Education weekly to review teaching strategies and lesson plans
- Communicate regularly with the Director of Adult Education about student progress

Requirements:

- Attend the full trimester
    - Trimester begins the week of January 17
    - Trimester ends the week of May 9
- Ability to commit to at least one of the following class sessions:
    - Monday or Wednesday: 10am - 12pm
    - Monday or Wednesday: 6pm - 8pm
    - Tuesday or Thursday: 6pm - 8pm
- Strong communication skills and cultural sensitivity

Preferred Qualifications:

- Interest in education, TESOL, applied linguistics, or working with adult learners
- TEFL certification (obtained or working towards)
- CELTA certification (obtained or working towards)

Intern(s) will gain experience working directly with adult immigrant learners, developing English language acquisition curriculum, supporting students in the classroom, and building program management skills.

2. Housing Clinic Intern- *(3 positions available)*

(Ideal for undergraduate students in the social sciences, human services, pre-law, property management, and Spanish; and for graduate students in law, social work, public policy or public health)

Background: The Housing Clinic at WATCH is seeking compassionate, motivated interns to support and expand its work in support of the Waltham community. We are looking for interns interested in working with low-income tenants who are facing housing instability and related challenges. The internship will be ideal for students seeking exposure and experience related to social work, housing advocacy and policy, and/or landlord-tenant law. Although interns can choose specific focal areas for resource development and research tasks, all interns should expect a portion of their work to be individual case management and direct service delivery.

For the spring of 2027, we are seeking 1-2 undergraduate student interns and 1-2 graduate student interns. Graduate interns should be pursuing degrees in law, social work, public policy, public health, or a social sciences field. If students need to complete a research project, the Director of Programs can provide guidance

and resources (subject to approval), For all interns we are especially interested speakers of at least intermediate level Spanish (or Haitian Creole).

These internships provide a unique opportunity to gain exposure to social work, housing advocacy, landlord-tenant law, case management, and direct service delivery in a supportive, community-based setting.

Undergraduate interns will be supervised by one of three Housing Clinic Case Managers and graduate interns will be supervised by the Director of Programs.

- ❖ Internships are 5-10 hours/week (at least half of these should be in-person at the office).
- ❖ Interns who are availableTuesday evenings from 5-6:30pm are preferred as this is when the Housing Clinic offers drop-in hours to the public.
- ❖ Interns play key roles in our ongoing workshop series for clients. Previous workshops have included Landlord/Tenant Law in Massachusetts (with Greater Boston Legal Services), Financial Literacy (with Cambridge Savings Bank), and How to Read and Reduce your Energy Bill (with Eversource).

Direct Service Duties:

- Conduct intake assessments to gather basic client information and understand individual needs
- Assist with follow-up appointments to monitor progress and ensure clients complete action steps
- Maintain accurate and confidential case files
- Coordinate referrals to partner agencies for legal aid, emergency housing, domestic violence services, and financial assistance
- Assist clients to fill forms to access public assistance and subsidized housing

Research and Development Duties:

- Research & develop tools for case managers, interns and clients such as “How-to” videos and handouts for quick and efficient reference
- Research services offered by other agencies and update the Housing Clinic Guide
- Analyze data in Salesforce to identify trends in Housing Clinic performance and changes in client needs over time
- Propose and undertake new research studies that are relevant to the intern’s interests and Housing Clinic needs

3. Community Engagement (CE) Interns *(4 positions available)*

(Ideal for students interested in strategic communication, marketing, data management, client engagement, community outreach, community engagement, and community relations)

Background: WATCH CDC is a nonprofit organization based in Waltham, dedicated to promoting affordable housing, adult education, and community empowerment. The organization serves as the backbone for the newly established Waltham Community Response Collaborative (WCRC), a coalition focused on meeting urgent community needs through coordinated support. The Collaborative includes WATCH CDC, Africano Waltham, the Waltham Boys & Girls Club, the Waltham Partnership for Youth, and the Waltham Public Schools. The Director of Community Engagement leads the Collaborative’s efforts as well as the Community Engagement Department, working from the WATCH office to coordinate engagement and outreach initiatives and strengthen partnerships across Waltham agencies. *Your role as an CE Intern will aid the Director of Community Engagement work with processing and analyzing sensitive data pertinent to the communities WATCH CDC works with, developing strategies to measure and enhance engagement and trust with prospective and current WATCH CDC and WCRC clients, and building long-lasting and strategic relationships with WATCH CDC’s key agency and religious partners.*

- **Programs and Community Engagement Intern** (*in-person*)**:**
    - Aid the Director of Community Engagement and Community Engagement Associate with administrative and program related tasks as needed.
    - Manage the Front Desk operations of the Community Resource Center (CRC) at WATCH CDC when in office.
    - Design and craft the atmosphere of the Community Resource Center (CRC) creatively through interactive materials that make WATCH CDC clients feel welcomed and safe, while keeping all resource and program flyers up to date.
    - Research, gather, and prepare specific language needed for the design of new resource and program flyers, running it through the Director of Community Engagement before submitting it to the Media Department.
    - Aid the Director of Community Engagement, Director of Programs, and Executive Director on projects and work related to the Waltham Community Response Collaborative (WCRC) when needed.
    - Collaborate with the Data and Community Engagement Intern and the Client and Community Engagement Intern on designated projects by the Director of Community Engagement.
- **Community Relations and Engagement Intern** (*hybrid*)**:**
    - Coordinate the scheduling of in-person and remote partnership meetings as well as tabling events when requested by the Director of Community Engagement, attending most of them to serve as notes taker, understand the way key partners of WATCH CDC operate, and learn more about the Waltham community.
    - Conduct strategic outreach to agency and religious partners as well as community shelters, as requested by the Director of Community Engagement, to update the available information in Salesforce (CRM) about their services and referral process to ensure WATCH's clients receive the most accurate and up to date resources.
    - Aid the Director of Community Engagement in the development and implementation of strategic programming for the Residential Advisory Committee and Youth Council, advocacy and feedback groups from the Waltham Community Response Collaborative (WCRC).
    - Aid the Director of Community Engagement with developing strategies to strengthen new and existing partnerships with agency, community, and religious partners, and Community Shelters.
    - Aid the Director of Community Engagement with designing and implementing a plan for resource flyer distribution across Waltham to increase WATCH's visibility.
- **Community and Client Engagement Intern** (*remote*)**:**
    - Aid the Director of Community Engagement with developing and monitoring sustainable systems for the collection and analysis of constructive feedback provided by WATCH CDC clients.
    - Aid the Director of Community Engagement with brainstorming and designing intentional strategies to enhance existing communication and engagement protocols and improve the overall client experience.
    - Aid the Director of Community Engagement with creating new or updating current flyers of resources for the Community Resource Center (CRC) based on community demand in collaboration with the Program and Community Engagement Intern.
    - Conduct outreach to WATCH CDC clients and WCRC families when requested by the Director of Community Engagement to provide assistance and share any resources they may need.
    - Aid the Director of Community Engagement with administrative related tasks when needed.
- **Community and Job Services Intern** (*in-person*)**:**
    - Provide direct support to clients seeking job help, such as resume building, cover letter writing, job search and application, and mock interviews.
    - Assist the Community Engagement Associate with the coordination and scheduling of Job Clinic volunteers.
    - Conduct research on job-related resources and organizations to provide a more extensive and

comprehensive support to clients as requested by the Director of Community Engagement.
    - Evaluate and propose to the Director of Community Engagement potential changes to the protocols and structure of the Job Clinic to better serve the communities WATCH CDC work with, in collaboration with the Job Clinic volunteers.

General responsibilities:

- Meet with the Director of Community Engagement at least once every two weeks to check in on new and ongoing projects.
- Reply to all check-in communications shared by the Community Engagement Associate.
- Attend the monthly Community Engagement Department meetings to provide updates and learn about the progress other members have made on their projects.

Who are you?

- You are eager to learn more about community engagement, nonprofit management, and human services work.
- You are passionate about housing and homelessness advocacy, community organizing, client work, relationship building, and data-driven decision making.
- You are innovative, creative, visionary, dedicated, and systems-oriented.

Requirements:

- 7-10 hours/week with a flexible schedule.
- The Community Relations and Engagement Intern should have a car or the ability to mobilize to designated locations. *WATCH CDC will cover gas and traveling expenses.*
- The desired start date for all positions is ***Monday, September 7th, 2026.***

Preferred qualifications:

- The ability to speak Spanish, Portuguese, or Haitian Creole.
- Experience working with Salesforce (CRM) and/or machine learning platforms.
- Experience working with Canva and Google Drive.

Media Intern - 1

Background: WATCH has begun as an association of tenant activists, and its strongest advocacy remains in housing. WATCH programs and actions are driven by the strength and power of the Waltham community.

The Media & Communications Intern will gain experience in working alongside communication coordinator and will share about efforts in adult education, community organizing, and addressing the housing-related needs of the Waltham community.

The intern will be working hybrid (working hours are flexible)

Duties & Expectations:

- To promote organization initiatives, create captivating marketing materials using Canva, such as
- social media graphics, posters, and newsletters.
- May help create website materials for the community, such as a food guide.
- Event Planning involves Coordinating and executing successful events, handling logistics and
- vendor coordination, and ensuring a seamless attendee experience.
- Take pictures of WATCH events for social media.

We are looking for someone to commit 5-10 hours a week (We will determine a work schedule that works best for you based on your availability).