

## Racial Justice Intern: Fall 2016

### Position Description

The YWCA Greater Harrisburg is seeking either one 30-hr/week intern, OR two 15-hr/week interns to assist with our Racial Justice Programs designed to further our mission of “eliminating racism”.

*\*This is an unpaid internship, but the YWCA will complete paperwork and supervision requirements needed by the academic institution to award academic credit.\**

#### Qualifications:

1. Passion for the YWCA’s mission of “eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.”
2. Interest in and basic understanding of racial justice work. Ideally, some coursework, training or other experience related to race/racism/racial justice.
3. Area of study in an applicable field (sociology, criminal justice, social work, etc.).
4. Good standing as a college sophomore, junior, senior or master’s student.
5. Ability to work at least 15 hours per week on a consistent schedule.
6. Ease utilizing Microsoft Office and Adobe products.
7. Detail-oriented, efficient, hard-working and dependable.
8. Ability to take direction, work independently and multi-task.

**\*Not required but a plus: Expertise in shooting and editing video footage; access to own video equipment and video editing software.\***

#### Duties:

1. Assist with #ShatteringStereotypes Project, including helping to develop content for social media, bulletin boards, etc. focused on breaking down a broad range of stereotypes related to our mission.
2. Assist with monthly Diversity Forum events, including advertising, preparing materials, setting up/tearing down and summarizing survey feedback.
3. Provide administrative support to the “Let’s Talk: A Conversation about Race” program, including sending invitations, preparing packets, printing name tags and setting up/tearing down.
4. Assist with the work of the Criminal Justice & Community Relations Taskforce, including dissemination of “What To Do When Stopped by the Police” education materials, and administrative tasks related to the “Building Bridges with Diverse Communities” law enforcement training.
5. Other duties as assigned.

#### To Apply:

Interested applicants should send a cover letter and resume to Amanda Arbour, Racial Justice Program Coordinator, at [AArbour@ywcahbg.org](mailto:AArbour@ywcahbg.org), by August 24<sup>th</sup>, 2016.