

hispanicollaborative

Hispanic Collaborative Student Internship Program July 2019 - May 2020

Internship Description

The Hispanic Collaborative (mkehc.org) is a new initiative focused on advancing our community into the nation's top 10 cities for Hispanic Well-Being. The Hispanic Collaborative, a direct outcome of community visioning by over 100 local leaders, seeks to provide leadership, process, best practice and structure for the Hispanic community to develop strategies and align resources to improve outcomes for Hispanics. This start-up team is housed in the Metropolitan Milwaukee Association of Commerce (MMAC) located in downtown Milwaukee, leveraging critical support from regional and community organizations.

The Hispanic Collaborative Intern will be an integral part of the team as we create a solid foundation in our inaugural year for future work. The position will support the Hispanic Collaborative's operations through the best practice research and development of a Standard Operating Procedure (SOP), as well as support ongoing community engagement through online communications. The internship role will serve as an ambassador to raise awareness of the Hispanic Collaborative's key initiatives and efforts.

This is an unpaid internship with an opportunity to be awarded \$1,000 towards tuition, room and board when at least 250 hours are worked during the 2019-2020 academic school year.

Major Duties/Responsibilities:

- Research best practices and capture, analyze and develop a new Standard Operating Procedure (SOP) for effective and efficient staff operations that will improve organizational capability
- Create and manage community-facing social media communications (e.g., Facebook, Twitter, and Instagram)
- Maintain website including front-end updates and catalog of information
- Attend meetings with internal and external stakeholders, including Community Working Groups
- Support community events hosted by the Hispanic Collaborative, including setup and breakdown
- Contribute to the preparation of reports and presentations

Qualifications:

- Enrolled in an undergraduate or graduate program
- Ability to work as part of a team
- Passionate and committed to furthering the mission and vision of the Hispanic Collaborative
- Self-starter to achieve goals and objectives
- Effective communication skills—verbal and written
- Knowledge of Microsoft Office products
- Ability to work 10 hours/week
- Preference for proficiency in Spanish and familiarity with Hispanic culture and community

To apply: Please email your resume and a cover letter to Andrea Mendez Barrutia (414-287-4116) at abarrutia@mmac.org.