



University of  
Pittsburgh

Center for Latin American Studies  
University Center for International Studies



## **CLAS/PHDC Spring Internship-- Community Engagement Internship**

### **Mission**

The Pittsburgh Hispanic Development Corporation (PHDC) is a community development corporation with no geographic boundaries, focusing on racial equity in the Pittsburgh metropolitan area. We are dedicated to improving the lives of Hispanics in the region, increasing the Hispanic population, supporting existing and new Hispanic businesses, and increasing Hispanic investment in the region. PHDC is a community development corporation (501 C3) dedicated to providing economic growth for Hispanics in the Pittsburgh region and attracting Hispanic to develop and support the community in the area.

PHDC is working in conjunction with the Center for Latin American Studies (CLAS), University Center for International Studies at the University of Pittsburgh to offer a 3-credit, internship for undergraduate students enrolled in the Center for Latin American Studies during Fall/Spring/Summer session. The purpose of this internship is to involve a CLAS certificate student(s) in an organization that works in with the Latinx community in Southwestern Pennsylvania, and use the skills and language acquired during their course of studies at the University of Pittsburgh.

**Note:** *PHDC is flexible with these internships to be remote if necessary. At PHDC, we follow the recommendations from the CDC, the PA Health Dept. as an effort to don't spread the COVID-19 and to flatten the curve. We have placed signs, sanitation is frequent, we maintain social distancing and we ask those inside our building to use a mask. Currently, PHDC facilities are open and staff is having regular working hours. Such safety conditions may change, PHDC is ready to work remotely.*

### **Student Internship**

The selected student will work closely with the Staff at PHDC as the Community Engagement Intern

Tasks will include, but not be limited to:

- Develop and coordinate social media/online community events (Facebook live, Zoom meetings, etc.) in partnership with non-profit organizations.
- Planning and developing community engagement, strategies by following the PHDC mission.
- Serve a liaison between the community to understand needs and provide recommendations to meet such requirements.
- Develop and implement PHDC processes to improve community service.
- Develop, coordinate, and execute public events outside of the workplace, such as community events, festivals, and any event organized in partnership with non-profit organizations, to achieve community engagement.

- Assisting with and coordinating educational workshops in housing and career development
- Flexibility with changes in tasks and priorities, along with using sound judgment.
- Able to multitask and manage multiple projects while meeting deadlines.
- Self-motivated and a team player with a positive and professional approach to management.
- Creativity with some graphic/digital design experience a plus.
- Assist in filling out job applications and follow-ups.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and clientele.

### **Specific Internship Outcomes**

Upon completion of this internship, the Intern will:

- Acquire a better understanding of non-profit work.
- Acquire experience and skills in event and project planning, coordination, and management for local non-profit organizations, working with refugees and immigrants in the region.
- Acquire experience and skills necessary to effectively develop and execute marketing and outreach strategies in a non-profit setting.
- Acquire experience and skills necessary to effectively fundraise in a non-profit setting.

### **Required & Desired Skills**

This internship is for rising sophomores and juniors in good academic standing (3.0 Minimum GPA), available for the entirety of the internship period during the Academic Term. Prospective interns must be proficient in communication, organizational, and analytical skills. The ability to speak and write in Spanish (intermediate level and beyond) is required. Must have experience in Microsoft Office Suite software programs, Google Docs, Google Suite, and the use of social media. Extensive social media management knowledge would be a plus.

She/he will be able to multitask in a fast-paced, team environment under direct supervision but also thrive as a self-starter.

Consideration for selection will be given to:

- Academic accomplishment,
- Progress toward completion of the CLAS certificate,
- Strength of the statement of intent,
- Spanish-speaking fluency

## **Schedule & Structure**

*Keep in mind that this is a non-compensation internship.*

Requirements:

- Students will be required to meet with CLAS and PHDC Staff during the internship term, which is 120 hours in total. The meetings will take place three times during the internship (40 hours, 80 hours, and at the end of the 120 hours). While doing the internship the student will work on:

**Portfolio**—Students create a portfolio to keep samples of written work, photographs, videos, reports, interview transcripts, summaries, certificates of training, reference letters and other documentation of the internship experience and their contribution to the work of the organization where they interned. The portfolio should illustrate what the student has learned and how his/her skills or knowledge base has expanded through the internship. It will be valuable for the topical paper.

**Topical Paper**—A paper to be written at the end of the internship will integrate the internship experience with one or more topics related to specific courses or other academic interests. Research references should be cited to support conclusions drawn. The paper is to indicate how the student has integrated the experience with his or her academic knowledge base as well as to identify areas or questions for further exploration. The topics should be selected by the student and faculty sponsor as part of the academic component and listed on the Learning Agreement. Credit will not be assigned until the paper is approved by the CLAS Academic Advisor.

- PHDC and The Center for Latin American Studies reserves the right to use images for promotional purposes of photographs taken during the internship.

## **Application Instructions and deadlines:**

Qualified applicants will submit:

To upload documents, visit: <https://www.ucis.pitt.edu/clas/clasinternship>.

(Items 1--3 need to be uploaded online. Item number four needs to be emailed to [lavst12@pitt.edu](mailto:lavst12@pitt.edu).)

1. Letter of intent (a well-composed statement of academic intent addressing why you feel that you would be an appropriate participant in this opportunity)
2. Resume
3. An unofficial transcript (it can be obtained from People Soft)
4. Letter of reference from a professor or advisor (This needs to be emailed to [lavst12@pitt.edu](mailto:lavst12@pitt.edu))

*NOTE: The student or students selected will set up an appointment with the CLAS Academic Advisor to obtain the course number, and work on a plan of action for the schedule and structure of the internship with the CLAS Academic Advisor and Asst. Director for Partnerships and Programming.*

If you have any questions, please email Luz Amanda Hank, *Assistant Director for Partnerships and Programming* at [lavst12@pitt.edu](mailto:lavst12@pitt.edu)

**Deadlines to remember:**

The deadline for submission of all application materials for the SUMMER Semester is **April 2<sup>nd</sup>, 2021**.

The deadline for submission of all application materials for the FALL Semester is **April 2<sup>nd</sup>, 2021**.

**For more information about the two organizations, visit:**

Center for Latin American Studies (CLAS), University Center for International Studies at University of Pittsburgh: [www.ucis.pitt.edu/clas](http://www.ucis.pitt.edu/clas)

Pittsburgh Hispanic Development Corporation (PHDC)  
<https://sites.google.com/phdcincubator.org/phdc/incubator>