



University of  
Pittsburgh

Center for Latin American Studies  
University Center for International Studies

AMD3  
FOUNDATION



### **Pittsburgh/Latin America Student Internship**

#### **Mission**

Our students will be doing a non-profit with an organization Operation Walk Pittsburgh, which is a private, non-profit, volunteer medical service organization that provides free surgical treatment for patients in developing countries who have no access to life-improving care for arthritis or other debilitating bone and joint conditions. Operation Walk Pittsburgh is working in conjunction with the Center for Latin American Studies, 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 the Fall/Spring/Summer semesters. The purpose of this internship is to expose a CLAS certificate student(s) to an organization that works in Latin America, where they can use the skills and language acquired from their studies at Pitt.

#### **Student Internship**

The student selected will work closely with the Program Director of Operation Walk Pittsburgh.

The selected student for the internship will:

- Provide planning and support for: AMD3 Foundation and Op Walk community and patient engagement events and programs; fundraising campaigns and events; campus outreach efforts; and volunteer engagement activities.
- Create Spanish language print and digital marketing and educational assets including Spanish translation of existing assets.
- Support digital marketing efforts for all events and outreach activities in support of 2021 Foundation strategic goals. He/she may assist in developing social media and email marketing materials each month with guidance and support from the Program Director.
- Participate in weekly planning meetings with Foundation staff and hospital stakeholders. She/he will provide written progress reports for all effort within the context of those meetings.

#### **Specific Internship Outcomes**

Upon completion of this internship, the Intern will:

- Acquire and understanding of how non-profits work.
- Acquire experience and skills in event and project planning, coordination and management for local and international programmatic effort in a nonprofit setting.
- Acquire experience and skills necessary to effectively develop and execute marketing and outreach strategies in a nonprofit setting.
- Acquire experience and skills necessary to effectively fundraise in a nonprofit setting.
- Acquire marketable experience in the medical/public health sector and an understanding of human security push factors around access to medical care in developing countries.

#### **Required & Desired Skills**

This internship is for a juniors or seniors during the Academic Term. She/he will be in good academic standing (3.0 Minimum GPA) and be available for the entirety of the internship period. She/he will have excellent verbal and written communication skills, strong organizational skills and experience using Google and Microsoft suite products. Knowledge of Mailchimp and Constant Contact is a plus. Knowledge of Spanish is essential. 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

This paragraph explains the schedule and structure of the internship:

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

Requirements:

- Students will be required to meet with CLAS and Operation Walk Staff during the duration of the internship which is 120 hours in total. The meetings will take place three times during the duration of the internship (40 hours, 80 hours, and at the end of the 120 hours). NOTE: be aware that if you are taking classes during the fall semester and plan to go in the trip to Latin America, you will need to let your instructors know of your absence in advance. It is the student's responsibility to communicate with faculty. 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 at which they were interns. The portfolio is to illustrate what the student has learned and how his/her skills or knowledge base has expanded through the internship. This will be very valuable when it is time to write the topical paper.

**Topical Paper**—A paper to be written at the end of the internship is to integrate the internship experience with one or more topics related to specific courses or other academic interests. Researched 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 won't be assigned until the paper is approved by the CLAS Academic Advisor.

- NOTE: Student will meet with the CLAS Advisor separately from the meetings with Operation Walk Pittsburgh.
- Operation Walk Pittsburgh 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 Internship Coordinator.*

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 FALL Semester is **June 14<sup>th</sup>, 2021**.

The deadline for submission of all application materials for the SPRING Semester is **October 15<sup>th</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:

<https://www.ucis.pitt.edu/clas/about>

AMD3 Foundation and Operation Walk Pittsburgh: [www.operationwalkpgh.org](http://www.operationwalkpgh.org)