**AMISTADES, INC. INTERNSHIP**
For School of Government and Public Policy Students

**General Description:** Amistades, Inc. is a Latino-led, Latino-serving, 501 (c) 3 non-profit community development organization serving Pima County and Southern Arizona. The mission of Amistades is to provide culturally responsive services, advocacy for social justice, and community empowerment. Amistades envisions empowered communities that inspire cultural preservation, social equality, and self-sufficiency.

**Internship Available:**
- Summer – Yes
- Fall – Yes
- Spring – Yes

**Deadlines:**
- Summer - Apply 2 weeks in advance
- Fall - Apply 4 weeks in advance
- Spring - Apply 4 weeks in advance

**Agency Minimum Qualifications:**
- Candidate be positive and resilient and must parallel the needs of the developing, changing organization.
- A shared passion for the mission and vision of Amistades
- Excellent computer skills (MS Office) and ability to learn new programs quickly
- Strong written and verbal communication skills
- Strong organizational skills - managing calendars, follow-up with contacts, etc.
- Outstanding attention to detail is required

**Agency Preferred Qualifications:** Bilingual (English/Spanish)

**Internship Description:**
(Unpaid)
Intern will be a valuable part of the Amistades team. Intern will work to support the prevention activities of the organization. Responsibilities will include a range of tasks. The internship position will also have its share of "busy" work including envelope stuffing and administrative duties like file cleaning and data entry.

- Participant recruitment
- Communication with program participants
- Field work with program participants
- Documentation, data collection, reporting
- Maintenance of hard copy and electronic files
- Meeting coordination and community mobilization

**Purpose of the Internship:** Prevention internship will assist student in gaining administrative and fieldwork experience within the nonprofit sector. Interns will learn tangible skills that can be used in future professional settings.

**Additional Information:**
- Laptop
- Valid Arizona driver’s license
- Reliable transportation
- Current automobile insurance in the amount of $100,000/$300,000
- Consent to drug testing and background check
- CPR and First Aid Training
- Valid Arizona DPS fingerprint clearance card (when working with youth)

**To Apply:** Please send resume and writing sample to rmjasso@amistadesinc.org; no phone calls.

**Expected Contact:** Organization will contact you via email 3-5 business days from the submission of your resume and cover letter if you have been selected to participate in an interview.

**Contact Person:** Ricardo Jasso, Director of Corporate Development & Philanthropy (email only see above)

**Agency/Organization Website link:** www.amistadesinc.org