New American Welcome Center

Immigrant Outreach Intern

Internship Description
This intern will create broader awareness about New American Welcome Center’s programs and services, with a particular focus on community outreach and education for the 2020 Census. The immigrant outreach intern will help increase immigrant civic engagement through community education, canvassing, and questionnaire assistance in a coordinated effort to ensure strong participation rates by immigrants and other HTC groups. The intern will work closely with the Director of the New American Welcome Center.

The University YMCA
The YMCA of the University of Illinois has been engaging individuals in cause-driven community service, reflection, and action since 1873. Our programs center on social justice, environmental protection, faith in action and global engagement, aiming to bridge the divide between the campus and community, and beyond. Through the New American Welcome Center, the University Y works to foster an environment that encourages newcomer integration and community cohesion by engaging local institutions and mobilizing community resources to make Champaign County a welcoming community where people can live and thrive regardless of immigration status, country of origin, socioeconomic level, gender, or sexual orientation.

Key Responsibilities:
● **Communications.** Organize outreach materials that create broader awareness about NAWC’s programs and services including the 2020 census program. Produce outreach program communications and develop social media strategies to highlight local stories. Improve the cultural and linguistic competency of outreach efforts.
● **Event Planning.** Create, develop, and implement outreach events to encourage the public to participate in the 2020 Census. Coordinate logistics for workshops, information sessions, and other similar events.
● **Relationships.** Represent NAWC and the 2020 census program publicly at community and outreach events. Connect and nurture relationship with various community agencies and community leaders to strengthen civic engagement and increase understanding of how the decennial census works.
● **Technical Assistance.** Assist in development comfortable, trusted and confidential environments in which HTC communities can access census questionnaire assistance and participate in the census.
● **Data Entry & Reporting.** Prepare participant information and keep records as appropriate, ensuring that systems are maintained for tracking and recording progress and outcomes.

Knowledge, Skills, and Abilities:
● Passionate about working for immigrants’ rights and social justice;
● High energy, self-motivated, creative, positive attitude;
● Ability to communicate effectively with stakeholders at all levels;
● Ability to work independently and as a team member;
● Experience in community outreach and organizing events preferred;
● Fluency in English and another language preferred, but not required.

Internship Dates
January 2020 - May 2020

Internship Schedule
Flexible during business hours (Monday through Friday, 8 am to 5 pm); some weekends and evenings. Interns must commit to a 10 hour per week schedule to be considered.

Compensation
$1,000 stipend.

Eligibility
In order to be considered for the position, prospective interns must be: a currently enrolled, full-time (12 or more credits per semester), undergraduate college student at the University of Illinois at Urbana-Champaign or Parkland College.

How to Apply
For full consideration, please submit a cover letter and resume to welcome@universityymca.org no later than November 29, 2019. Interviews will be conducted on a rolling basis.