

Project Specialist Intern

Reports to

Grants and Evaluation Project Coordinator

Job Site

Remote

Time Commitment and Hours Preferred

- Flexible: 3-10 hours/week

Background

The National Latin@ Network for Healthy Families and Communities (NLN) of Casa de Esperanza provides culturally responsive training and technical assistance to organizations across the country, conducts academic and community-based participatory research, and leads public policy initiatives that positively impact Latin@ families throughout the country and in Latin America. The National Latin@ Research Center on Family and Social Change is one of the cornerstones of this work conducting research and evaluation that prioritizes and elevates the voices and realities of Latin@ communities.

The NLN offers motivated and talented students *ongoing opportunities* to get involved with research and evaluation activities to better understand the experiences and meet the needs of Latin@ survivors and their families.

Position Description

The NLN is seeking a Project Specialist with strong time management and coordination skills. The volunteer/ intern will assist with database management and help coordinate two national events taking place this summer. These events, known as institutes, are opportunities for domestic service providers from across the country to come together for networking and resource sharing. Sponsored by the U.S. Department of Justice, Office on Violence Against Women (OVW), institutes allow for discussions on challenging topics related to domestic violence.

Responsibilities may include:

- Updating/maintaining database
- Creation and distribution of bi-weekly network newsletter
- Coordinating national events

Qualifications

- Strong organization skills
- Previous experience in coordination preferred

Working Conditions

Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are offered to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

Inquiries and Applications

Please fill out our volunteer application at <https://casadeesperanza.org/en/get-involved/volunteer/>. Contact volunteer@casadeesperanza.org for questions.