



EXPRESS INTEREST VOLUNTEERING AT **SOCIEDAD LATINA**

Sociedad Latina's mission is to create the next generation of Latino leaders who are confident, competent, self-sustaining and proud of their cultural heritage. Sociedad Latina has been working in partnership with Latino youth and families to end the destructive cycle of poverty, inequality to access of health services, and lack of educational and professional opportunities in their community. Their approach celebrates their diverse Latino heritages and enables young people to forge identities with deep roots in Latin culture. Each year, Sociedad Latina serves 5,000 young people and adults in positive creative youth development, creating a community that values young people and enables them to be leaders in their community.



Sociedad Latina is actively searching for volunteers to support their programs which will run remotely for 2 sessions: October - December or February - May. They are in need of individuals who are interested in gaining new skills and spending some time working with a great organization. They will need volunteers who are bilingual specifically for their youth programs and have experience leading activities remotely.

There will be two sessions of volunteer opportunities. One will run from Oct-Dec, the other from Feb-May. Each opportunity varies in required volunteer hours, but most will be for about 4-8 hours per week. Please see the following descriptions of each available position.

OFFICE ASSISTANT VOLUNTEER

Sociedad Latina is looking to welcome a Volunteer/Intern interested in working closely with the Finance/Office Assistant. The Volunteer/Intern will be responsible for gathering resources to share with families and youth in regards to the Covid-19 Pandemic. The Volunteer/Intern will be responsible for reaching out to families and ensuring that they are aware of the many resources available to them. The Volunteer/Intern is also responsible for updating the general resource handbook and ensuring its fullest accuracy. In this role, the Volunteer/Intern will gain communication, research, and writing skills. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. The Volunteer/Intern must be an English & Spanish speaker and must be able to commit to working 4-6 hours per week.



C&C COLLEGE MENTOR VOLUNTEER/INTERN

Sociedad Latina is looking to welcome a Volunteer/Intern interested in working in our College Access Program as a College Mentor. The Volunteer/Intern will be responsible for pairing with a high school student--likely a senior or junior--and support them in preparing for college. The Volunteer/Intern will support in weekly college readiness workshops and be prepared to check-in with students one-on-one about. This is an opportunity to gain valuable insight, develop new skills, and establish a network of mentors and higher education partners. It is also a chance to support youth in their path to post-secondary success. College Mentors must demonstrate the ability to establish rapport with youth. Mentors should have strong interpersonal and communication skills with desire to grow in these areas, strong administrative skills & competencies (time management, attention to detail, well-organized). College Mentors will receive professional development training during orientation and check-ins. The Volunteer/Intern must be able to commit to 2-6 hours per week and a minimum of eight weeks commitment.

DIGITAL & COMMUNITY ASSISTANT

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working closely with the Development department in expanding our communication, outreach and visibility strategy. The Volunteer/Intern will be responsible for creating and scheduling daily/weekly content for Facebook, Twitter, and Instagram accounts, in the hopes of growing Sociedad Latina's digital audience. The Volunteer/Intern will learn how to utilize social media to create and grow the visibility of a brand, fundraise and solicit donations. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. The Volunteer/Intern must hold prior knowledge of Canva and/or other graphic design applications. The volunteer/Intern should have strong writing skills and some background in grant writing. The Volunteer/Intern must be able to commit to working 4-6 hours per week.



COLLEGE ACCESS RESEARCH INTERN

Sociedad Latina is looking to welcome a Volunteer/Intern interested in working in our College Access Program. The Volunteer/Intern will be responsible for researching, designing, and establishing a database of scholarships for all of our students. The Volunteer/Intern will also support data entry and outreach efforts. This is an opportunity to gain valuable insight, develop new skills, and establish a network of mentors and higher education partners. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. The Volunteer/Intern must hold exceptional communication and organization skills, prior experience in conducting online market research. Familiarity with Salesforce, Apricot, Canva, Mailchimp and various social media accounts is preferred but not required. Some grant writing prior knowledge is also preferred. The Volunteer/Intern must be able to commit to 4-8 hours per week and a minimum of eight weeks commitment.

VOLUNTEER COMMUNITY ENGAGEMENT ASSISTANT

AVAILABLE ONLY FOR WINTER 2021

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working closely with the Alumni & Community Engagement Specialist. The Volunteer/Intern will create a strategy for promoting public events, information, and youth support sessions. The Volunteer/Intern will provide insight on virtual program engagement ideas. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. A creative, people-person, fun, energetic, graphic designer is highly encouraged. The Volunteer/Intern must be able to commit to working 4-8 hours per week.



STEM TEAM COLLEGE MENTOR

Sociedad Latina wishes to welcome Volunteers/Interns interested in becoming College Mentors to our Middle School participants. College Mentors will support our STEAM Team program through the implementation of Science, Technology, Engineering, Art & Math (STEAM) skill building activities, enrichment activities, and academic support services to youth in grades 6-8. College Mentors will work with small and large groups of middle school aged youth, providing guidance with homework, academic, and enrichment activities, and enforcing program structures and norms. College Mentors may be asked to complete additional administrative work, which will be assigned by the supervisor on a case-by-case basis. College Mentors must demonstrate the ability to establish rapport with youth. Mentors should have strong interpersonal and communication skills with desire to grow in these areas, strong administrative skills & competencies (time management, attention to detail, well-organized). College Mentors will receive professional development training during orientation, check-ins, program and staff meetings. College Mentors must be able to commit to at least 2 days/week from 2 - 5 PM for the Roxbury, MA location or online if remote-programming is continued. Expected hours per week: 6 hours minimum.

ARTS & CULTURE INTERN

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working with our Arts Program. The Arts & Culture Intern will support students by mentoring and coaching high school students. The volunteer will have the opportunity to help in the exploration of music in a virtual setting. They can also assist with implementing the Music Theory 101 curriculum within the Arts program. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. The Volunteer/Intern must have at least one year of youth engagement experience, must have clear knowledge on Music Theory 101, and at least 1-year of experience on ear training and sight reading. Must be able to commit to 4 -6 hrs per week, Mon-Wed. Bilingual, preferred.



YOUTH VIDEO AND DIGITAL ORGANIZING SOCIAL MEDIA ASSISTANT

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working closely with the youth Civic Engagement team and expanding our social media presence, content creation, outreach, and visibility strategies. The Volunteer/Intern will be responsible for creating and scheduling weekly content for our youth Instagram account, including posts, live streams, and IG tv videos. The Volunteer/Intern will learn how to utilize social media to create and grow the visibility of our youth leaders and the issues that they advocate for on these digital platforms. Ideally, the intern/volunteer should have previous video editing / graphic design experience and be familiar with Premiere Rush, Canva, Photoshop, and/or other editing software. The Volunteer/Intern must be able to commit to working 4-5 hours per week.

CIVIC ENGAGEMENT FACILITATION ASSISTANT

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working closely with the youth Civic Engagement team to facilitate lessons for youth ages 14-18. The intern/volunteer will assist with facilitating icebreakers, games, and conversations around important civic educational topics. The intern should be comfortable with facilitating conversations around identity, human rights, and social justice. The intern will have the ability to work one on one with youth and explore different ways of keeping youth engaged through virtual platforms. The Volunteer/Intern will receive professional development training during orientation, check-ins, and staff meetings. The Volunteer/Intern must have at least one year of youth engagement experience, creating curriculum, basic civic knowledge, and a passion for social justice and identity centred work. The Volunteer/Intern must be able to commit to working 4-6 hours per week.



HEALTH EDUCATION VOLUNTEER

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working alongside the Health Education Coordinator. The Volunteer/Intern will have the opportunity to assist with lesson planning and creating lesson slides, compiling related readings, videos, and activities for program, co-facilitating program activities and discussions, assist with tracking attendance, behavior management, and enforcing norms during program, uploading assignments onto google classroom and sending reminder texts to youth and families. The ideal Volunteer/Intern would have experience working with high school aged youth in multicultural setting, familiarity with google suite, google classroom, and/or zoom, some experience teaching, facilitating, and/or tutoring. The Volunteer/Intern must be able to commit to working 8-10 hours per week.

EMPRENDE VOLUNTEER ASSISTANT

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working alongside the Emprise Coordinator. The Volunteer/Intern will have the opportunity to assist with lesson planning, agenda creations and co-facilitating program sessions in a weekly matter. The volunteer/intern must be familiar/or willing to learn entrepreneurial and business skills to support this program. The ideal Volunteer/Intern would be bilingual, tech savvy (zoom, google platforms etc), have some experience teaching, facilitating and comfortable in translating materials for our ELL learners. The volunteer/intern must be able to commit to working 4-6 hours per week.



**INTERESTED IN VOLUNTEERING WITH SOCIEDAD
LATINA & WANT TO CREATE A MEANINGFUL
OPPORTUNITY THAT SPEAKS TO THE SKILLS THAT
YOU WANT TO ACQUIRE? THIS IS COMPLETELY
POSSIBLE! YOU CAN STILL EXPRESS INTEREST AND
CONNECT ABOUT IDEAS ON WHAT TYPE OF SERVICE/S
WE CAN CO CONSTRUCT THAT ENHANCE SKILLS YOU
SEE YOURSELF ATTAINING.**

