



# 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 over the summer. They are in need of individuals 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 June - July, the other from July - August. 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 regard 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.



## **COLLEGE ACCESS RESEARCH INTERN: SUMMER 2020**

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, Mail chimp and various social media accounts is preferred but not required. The Volunteer/Intern must be able to commit to 4-8 hours per week and a minimum of eight weeks commitment.

## **ARTS & CULTURE INTERN**

Sociedad Latina wishes to welcome a Volunteer/Intern interested in working with our Arts Program. The Arts & Culture Intern will support marketing and outreach efforts to ensure high visibility of the program. The intern will also have the ability to work hand in hand with youth and explore different ways of keeping them engaged. They will have the opportunity to help in the exploration of music in a virtual setting. They will 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. Bilingual, preferred.



## **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 must be able to commit to working 4-6 hours per week.

## **VOLUNTEER COMMUNITY ENGAGEMENT ASSISTANT**

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 (FALL 2020)**

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.