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## Internship Description 2018

**Organization:** Centro Humanitario Para los Trabajadores (El Centro) is a Denver based nonprofit 501 c 3 organizations founded in 2002, El Centro provides a safe environment for day laborers and domestic workers to gather, access work opportunities and become leaders within the organization the greater community.

**Mission:** Centro promotes the rights and well-being of day laborers in Colorado through education, economic opportunity, job skills and leadership development, united action and advocacy.

**Vision:** Day Laborers and Domestic Workers are agents of change they belong, thrive and contribute in a significant way to their families, communities and the global social change movement.

**Job descriptions:** El Centro is a small grassroots organization that relies on Interns to move programs and strategies forward. Interns participate much like staff members and are held accountable for projects and to represent the organization internally and externally. The ideal intern demonstrates independence and comfort working with team members, worker members and stakeholders. They are required to follow procedures and protocols as if they were paid staff. Internships at El Centro provide hands on experiences that are valuable for those looking at a career in community organizing, legal services, fundraising and nonprofit management.

**Interns will commit a minimum of 6 weeks up to 1 year at El Centro. During their internship they will work a minimum of 10 hours/week.**

**Preferred qualifications:** Alignment with the mission, vision and role of El Centro in the community. Strong written and oral communication skills in Spanish and English; Good phone and customer service manner; Proficient technology skills, knowledge of Microsoft Office, Internet and Email systems and database programs; Highly organized and attentive to detail and accuracy; Ability to work independently and multi-task; Good planning skills, time management, ability to prioritize work and account for results; Demonstrated ability to work well with diverse populations, including immigrants, low wage workers and those living with homelessness; Commitment to democratic workplaces and grassroots community building ; Self-awareness and the desire to learn new skills.

Interns will collaborate with staff and the members of El Centro to implement the annual work-plan for programs that focus on outreach and economic opportunity. Specific projects and responsibilities will be developed according to the skill set and interest of each intern and may include but are not limited to the following:

- Conduct outreach and trainings to potential new members
- Assist with outreach to sites in Aurora and Federal blvd. and at community forums
- Participate, assist and co-facilitate meetings and trainings
- Assist with leadership development activities
- Assist with marketing and direct employment opportunities including outreach to employers
- Assist in creating and implementing systems for evaluation
- Assist as a liaison between workers and their employers, including arranging details for specific jobs, problem solving and salary negotiation.
- Resource referral and workplace advocacy
- General office, customer service, receptionist

Please contact, Program Director Tony Lemus [tlemus@centrohumanitario.org](mailto:tlemus@centrohumanitario.org) or Executive Director [sshikes@centrohumanitario.org](mailto:sshikes@centrohumanitario.org) for questions or to submit your resume for either of these Internships