

Learn and Earn- Strong Women In Action SWIA Program & Operations Intern

Anticipated Start and End Dates:	6/15 - Flexible
Job Address:	Work from Home
Hours Per Week:	32-40 (240 total hours)
Preferred Days of Week:	Flexible Wednesday & Friday mandatory days
Work Hours:	Flexible
Pay Rate and Travel Stipend:	\$18/hour
Internship Class:	INT-299 Internship Class will be taken during summer 2020

Organization Overview:

Strong Women In Action SWIA partners with shelters and other community programs. This allows us to advocate in the local community and work directly with the people we serve. SWIA uses a two-generation strategy to support and empower low income families living in shelters, public and subsidized housing. This whole-family wraparound approach combines intensive case management and supplemental supports and services for adults and for children. SWIA case managers and motivational coaches think about family goals and strategic targeting and attention to individuals within families.

Mission: Encourage and empower families with resources, tools and connections to overcome today's obstacles in order to thrive tomorrow.

Job Description:

- Coordinate activities/curriculum and daily operations of SWIA programs
- Assist in preparation of proposal for funding and/or funding continuation from outside sponsors.
- Assists in the preparation of periodic reports and records on program activities, progress, status or other special reports for management or outside agencies.
- Work with board to pilot new/innovative opportunities.
- Maintain and create project tracking and reporting tools.
- May review applications or other program documents in conjunction with supervisor to determine acceptance or make decisions pertaining to program/s, including recruitment efforts.
- Drafts written communication and promotional literature.
- May assist in planning workshops, meetings or conferences; coordinates logistics, scheduling and participant communications.
- Interacts and maintains liaison with staff, faculty and outside/community agencies in facilitating program objectives.
- Assist with implementation of new database
- Collaborate with Marketing & Operations Intern with social media and press release efforts.

Basic Qualifications:

- Pursuing a degree in early education, Biology, liberal arts, business, or equivalent.
- Experience or interest in creating curriculum, event management, project management, STEM,
- The ability to communicate effectively both orally and in writing and provide empathy in difficult interpersonal situations.
- The ability to work with diverse internal and external stakeholders.

Desired Qualifications:

- Excellent oral and written communications.
- Strong organizational skills and the ability to handle multiple deadlines.
- Capable of prioritizing and handling multiple projects simultaneously, under tight time constraints.
- Attention to detail with accuracy and consistency.
- Ability to build effective relationships with a wide range of people.
- Ability to work well independently own and collaboratively in a team-based environment. Willingness to support and include others in order to find the best solutions and execute break-through campaigns.
- Takes initiative and works well independently.
- A ‘can do’ attitude and a track record for getting things done.
- Creative problem solving abilities and perseverance in finding solutions.
- Comfortable with developing content and presenting to the public

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

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