

**CARE FOR THE FUTURE INTERNSHIP PROGRAM
Spring 2018**

Table of Contents

DOHMH Neighborhood Health Action Center _____ 1

The New York City Housing Authority _____ 2

The New York Women’s Foundation _____ 3

Project Play: Harlem _____ 5

STRIVE _____ 5

Unitarian Universalist United Nations Office (UU-UNO) _____ 6

DOHMH Neighborhood Health Action Center

Position Title: Community Engagement Intern

The DOHMH Neighborhood Health Action Center in East Harlem is currently working on developing a film and open mic series to facilitate communal dialogue on social justice issues and their intersections with health. This series would feature a monthly film showing followed by a panel discussion and an open mic segment to foster creative expression. We would really love for this to be a community driven event and we want individuals and organizations committed to this community to determine its direction. Please don’t hesitate to send us a message if you have any ideas on topics this series should focus on, potential films to show, or even any programs or organizations we could collaborate with. Some of the topics we’ve heard from meetings with community members so far are emergency preparedness in minority communities, gentrification and health, and mass incarceration/police brutality and health.

Responsibilities: The intern will develop relationships with neighborhood organizations and partners around the Film/Open Mic series, work towards securing partners to recommend films, secure panelists, support outreach to participants, and participate in discussions around health equity and social justice.

Expected Time: 15-20 hours a week which can be remote, with an on-site check in once a week for 1-2 hours.

The New York City Housing Authority

Position: Resident Business Development (RBD) Spring 2018 Intern

The New York City Housing Authority's Office of Resident Economic Empowerment & Sustainability (REES) is seeking a dynamic "Business Intern" to work on a strategic project that will play a key role in furthering the development of REES' Financial Capability & Business Development units. REES is charged with working to develop programs, policies and collaborations to measurably support residents' increased economic opportunities with a focus on (1) employment and advancement, (2) adult education & training, (3) financial literacy and asset building and (4) business development.

The Business Intern will work closely with the Assistant Director of Financial Capability & Business Development on the "Childcare Business Pathways" (CBP) and "Food Business Pathways" (FBP) application, recruitment, and interview process. CBP is a free business accelerator program for NYCHA public housing residents with a desire to legitimize their "home-based" day care businesses. FBP is a free innovative business accelerator program that empowers NYCHA residents and NYCHA Section 8 voucher holders to start and grow food businesses as part of New York City's efforts to support entrepreneurs in the city's neighborhoods and communities.

Responsibilities shall include, but not be limited to the following:

1. Various administrative duties in conjunction with program administration including data entry, survey management, and presentation support
2. Limited evening commitment such as attending the CBP and/or FBP information sessions may be required.
3. Assist with access to market opportunities (i.e. opportunities for the FBP residents to sell their food products at street fairs, events, stores, etc.).
4. Provide administrative support for financial education and homeownership classes.

QUALIFICATION REQUIREMENTS:

1. Strong project management and event management skills
2. Strong data analytics skills (adept use of Microsoft Excel)
3. Excellent verbal and written communications skills.

EDUCATION AND EXPERIENCE PREFERRED:

1. Pursuing a bachelor’s degree in Business, Finance, Economics, or a related industry or equivalent work experience.
2. Experience and/or interest in working with low-income communities.
3. Previous business experience.

SKILLS DESIRED:

1. Passion for entrepreneurship and financial capability
2. Proficient use of PowerPoint
3. Self-starter
4. Desire to learn

The New York Women’s Foundation

The intern will be an integral member of the Programs team and will work closely with the Programs staff to assist with grants management, grantee partner data management and management of the participatory grantmaking process. The intern will have the opportunity to interact with various department staff, volunteers, grantee partners, and assorted stakeholders to carry out department projects and participate in activities. The intern may also participate in grantee partner convenings/meetings and other special events. The Intern will assist with administrative and logistical details related to the Programs departmental work and will participate in team meetings as appropriate.

The internship offers unique opportunities for growth, learning, and insight into the work of The New York Women’s Foundation. The contribution and efforts of the intern will further the goals and mission of The New York Women’s Foundation to achieve sustained economic security and justice for women and girls in New York City. The Intern will work with the Programs Team to deepen our work on issues, policies, and systems that impact women and girls.

Key Responsibilities:

- Grantmaking
- Grants Management - administrative and operational tasks that support the Foundation’s annual grantmaking of approximately \$8 million/year.
- Grantee Partner Data Management - review and updating of records in the online grants management system, Fluxx, to ensure that the Programs Department has timely access to accurate records for tracking, analysis and decision making purposes

- Grantmaking Data Analysis – downloading and analysis of grantmaking data from Fluxx, docket, and other sources to create products for review by internal and external stakeholders
- Grants Advisory Committee - support the outreach and recruitment of Grants Advisory Committee volunteers
- Strategy Development Support - research issues and best practices relevant to The Foundation’s strategic funding areas to inform grantmaking and programmatic efforts, as needed

Convenings and Programmatic Support:

- Tracking RSVPs, creating sign-in sheets, nametags, packets preparation, etc.
- Assisting with food orders, prepping expense authorizations, etc.
- Greeting guests, note taking, room and food preparations, etc.

Qualifications:

- College student preferred
- Interest in philanthropy, women and girls, economic security, and/or social justice issues
- Strong research, writing, communication, and organization skills
- Experience in creating and maintaining spreadsheets to track data in Microsoft Excel
- Detail oriented
- Ability to work in diverse teams, collaborate with others, work independently, and manage time and priorities effectively
- Ability to follow directions and work in an office environment
- Willingness to learn and be proactive

Project Play: Harlem

East Harlem is a historic community, rooted in a culture of strong collaboration and action, ranging from innovation in youth development through sports and family engagement to confronting public health barriers associated with dense urban areas. Now, we aim to empower local stakeholders to write the area's next vibrant chapter, through a unique initiative that will create new opportunities for youth, growing access to and participation in sport. Project Play: Harlem is based on a simple idea: No single organization can do this alone. Only through teamwork can leaders and caregivers expand the quality and quantity of sport experiences for local youth so they may receive the associated physical, cognitive and socio-emotional benefits.

To help civic, youth and sport groups mobilize, the Harris Family Charitable Foundation, Mount Sinai Health System, and Laurie M. Tisch Illumination Fund are partnering with the Aspen Institute – a nonprofit leader in the effort to mobilize communities in cross-sector collaboration and innovation.

The focus of this effort will encompass the 3-mile span from 96th to 142nd Street, from 5th Avenue to the East/ Harlem River. *Project Play: Harlem* will work to understand and evaluate the current state of play in East Harlem through an environmental analysis of school and recreation efforts while convening an advisory board of community leaders.

To drive the effort, the partners and Aspen Institute will:

- Engage experts on building healthy kids and communities through sport, focused on urban areas
- Convene local stakeholders to identify community needs, discover resources, and set shared goals
- Initiate relationships with regional and national organizations to assist in the effort
- Engage participating groups and drive Collective Impact methodology
- Document and share findings with the goal of driving results across the city and country

STRIVE

STRIVE is a workforce development organization that increases economic security for NYC residents who face the greatest impediments to employment-including recovering addicts, formerly incarcerated individuals, recipients of public assistance, and the homeless. STRIVE's job training and career development services have transformed the lives of over 40,000 graduates.

Responsibilities: Provide day-to-day support for the MOVE UP and SURGE advancement scholarship programs. The W. K. Kellogg Foundation (WKKF) announced a total investment of \$11.6 million to 14 community-based workforce organizations to increase employment, workforce mobility and family economic security across the country. STRIVE New York is one of the nationally-recognized grantees for the Mobility and Opportunity for Valuable Employment by Upskilling Parents (MOVE UP), leading on-the-ground efforts to ensure that more low-income parents have the skills and opportunities to move up healthcare industry career pathways. 14 hours per week.

MOVE UP partners with employers to offer working parents in entry-level jobs within their company access to training programs, career development and work supports, e.g. child care assistance.

The two-year pilot study program is grounded in WKKF's commitment to supporting community-led solutions that help remove the barriers to economic security faced by lower-income families and families of color. Parents who are financially secure can better support their families and help ensure their children can succeed in school and in life

Unitarian Universalist United Nations Office (UU-UNO)

The Unitarian Universalist United Nations Office (UU-UNO) is a non-governmental organization in consultative status with the United Nations Economic and Social Council and the Department of Public Information. From involvement in the drafting of the Universal Declaration of Human Rights, to leading the faith caucus to establish the International Criminal Court, to overcoming UN apathy about sexual orientation & gender identity issues, the UU-UNO has a long history of providing strong leadership in all aspects of human rights at a policy level.

Our internship program provides an exciting opportunity to learn about the United Nations and to work in support of its efforts to eradicate injustice, eliminate wars and promote human rights around the world. We encourage interns to attend meetings held at the UN headquarters in order to advance their program areas and engage with the local audiences and our constitutions through events and blogs.

Currently the UU-UNO is looking for creative, bold, and driven individuals excited to advocate in our core program initiatives around racial justice, sexual orientation and gender identity rights, climate justice, and reproductive health and women's rights. We ask for eight weeks, 20+hours per week commitment. We require applicants demonstrate interest in international affairs and expertise in communication, collaborative leadership and program administration.