



401 N. Gibbs Street,
Pomona, CA. 91767
909.921.3618
www.pomonahope.org

MEDIA AND DEVELOPMENT INTERN (FALL SEMESTER 2022)

Brief Organization Overview:

Pomona Hope is a non-profit, faith-based, community organization dedicated to working in partnership with people of all backgrounds to strengthen Pomona's children, families, and neighborhoods.

After School with Pomona Hope welcomes kindergarteners through twelfth graders. We are dedicated to working alongside parents and community members on behalf of Pomona's youth. It is our aim to provide resources and a safe, affirming environment to empower youth to grow and learn.

Location:

401 N. Gibbs Street
Pomona, CA 91767

Description:

- Quarterly Newsletter
 - Research for and write 3-4 articles for quarterly publication
- Development
 - Solicit in-kind donations for After School with Pomona Hope (supplies, prizes for students, etc.)
 - Assist Executive Director with grant writing
 - Invest at least **one day per week** assisting students with homework and/or workshops during After-School with Pomona Hope program
 - Event Planning
 - Assist Development Committee and Executive Director with preparations for October's annual Support and Awareness Fundraising Gala
- Assist staff with program preparations (filing, organizing books, etc.) for at least 1 hour/week
- Other duties as assigned

Qualifications:

The Media and Development Intern should have a desire to deepen their understanding of social justice and community development. This internship is a great opportunity to explore a career path in non-profit administration. The ideal candidate can work independently, is a self-starter, and has strong writing skills. Spanish language capability is preferred but not required.

Job Title: Media and Development Intern

Number of openings: 2

Hours Per Week: 6-8 hours per week; hours flexible. All hours will be done on-site with the exception of off-site meetings. Interns are also **required** to assist students with homework and/or enrichment workshops during the after-school program to have a broader understanding of Pomona Hope's work in the community. **Program hours are Monday-Thursday from 2:45 p.m-5:30 p.m. and on Wednesday 1:45 p.m.-5:30 p.m.**

Compensation

This is an **Unpaid/Volunteer** internship (*college credit only*)

We encourage you to check with your educational institution for possible funding (*i.e, Pomona College- PCIP, ULV-Federal work-study, etc.*)

Start Date: Position open until filled, **requires full-term commitment** (*approx. 3 months*).

** If selected, interns have the option to extend their internship to a full academic year.*

A live scan (fingerprinting) must be completed prior to working with the students.

To Apply: Please email a cover letter and resume to the Outreach Director

Contact person: Nora Codina | Outreach Director | 909.921.3618 ext. 4 | nora@pomonahope.org