



INTERNSHIP OPPORTUNITY ANNOUNCEMENT

Title: Outreach & Programs Intern (Paid)

Hours: 16 hours per week

Timeline: March 11 - June 14

Compensation: \$1500 stipend and school credit (if applicable)

Location: Richmond Hill, Queens/Remote

Jahajee Sisters is a gender justice organization that activates Indo-Caribbeans in New York to put an end to intimate partner, family, and sexual violence. Our community of support guides women, girls, and gender expansive people to heal and create lasting change. Through arts activism, leadership development, and grassroots organizing, we amplify survivor voices and visions to transform culture.

This position is open to college and graduate students.

This position is mainly remote and will require in person work for certain events.

The Programs & Outreach Intern will be responsible for:

- Conducting outreach and disseminating resources to to community members, including high school and college youth who are at heightened risk of bullying, dating violence, and mental health challenges
- Creating branded outreach materials, including brochures, issue briefs, and social media content that raise awareness about who we are, our campaigns, and our advocacy areas
- Tabling at community events and speaking with interested people about our offerings and how they can get involved
- Support staff with administrative tasks
- Attend and provide logistical support to staff during organization programs
- Attending team meetings and co-creating new ideas as part of a passionate and energetic team

The ideal candidate will demonstrate the following experience and qualities:

- Experience leading and/or working as part of a team to accomplish a shared goal
- A “people person” with excitement for talking with community members
- Ability to learn software, including Canva and internal databases, quickly
- Highly reliable, motivated, and diligent individual who demonstrates integrity by completing tasks and meeting deadlines
- Highly communicative and transparent regarding work progress, challenges, and evolving needs of their project(s)
- Eager to learn and ask questions, seeking feedback and taking feedback seriously in order to sharpen their skills and improve performance
- Ability to communicate effectively with Indo-Caribbean community members, especially elders and new immigrants
- Passion for supporting the Indo-Caribbean community in New York City to become more visible and powerful
- Commitment to gender justice, racial justice, and immigrant rights
- Ability to travel to Richmond Hill, Queens

The Programs & Outreach Intern will:

- Receive mentorship and professional development from their supervisor and a team of dedicated non-profit professionals
- Be part of an empowering home for Indo-Caribbean feminists
- Improve upon their verbal and written communication skills
- Leave with writing samples and/or creative products they can include in future job application processes

To apply, please send your resume and cover letter to Shivana Jorawar at shivana@jahajee.org. Include “Spring Internship” in the subject line.