

# NON-PROFIT ADMINISTRATIVE SUPPORT

## Internship, Community Engagement and Work Study Opportunity 2018-2019

### FALL 2018 / SPRING 2019

The Performance Project is pleased to announce internship, work study and community engagement opportunities for undergraduate and graduate students. We are based in downtown Holyoke, a five minute walk from the bus station.

The Performance Project is an arts, social justice, and intergenerational mentoring program for youth, age 14-22. Through performance and visual art, we build a supportive community for youth.

First Generation members create and perform original, multi-lingual physical theater based on their life experiences and personal narratives. This year we'll be continuing developing a new work, "*Stand Tall, Mi Gente!*" We also hold theater residencies in public schools.

In our visual arts programs we do residencies and community projects with youth in the custody of the Department of Youth Services (DYS).

### Majors, Interests

Non-profit or program management, arts management, youthwork/youth development, communications, social justice, education, social work, community development.

### Skills

- Computer literate, strong writing and communication skills, confident on the phone. organized, detail oriented, good at multi-tasking, reliable and committed to follow through.
- Multi-lingual a plus! Spanish speaking a plus
- Reliable access to transportation

### Responsibilities Include

- General administrative
- Phone and email outreach to local businesses and other community orgs
- Transcribe First Generation script materials from audio and video
- Help with content for newsletter, website, press releases
- Support grant-writing and fundraising initiatives
- Event Support: Outreach for community events and fundraising events
- Outreach to colleges and student groups

**SCHEDULE:** 4-15 hours a week (Flexible days and times)

**LOCATION:** Can work in Northampton or Holyoke, and 50% virtual as well

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