

JOB ANNOUNCEMENT
North Carolina Society of Hispanic Professionals (NCSHP)
Non-profit General Internship (Paid)

The North Carolina Society of Hispanic Professionals (NCSHP) is a 501 (c)(3) non-profit statewide organization whose mission is to promote education among Hispanic youth in North Carolina. The NCSHP concentrates on the educational needs of Hispanic students. The intent of the NCSHP is to develop and secure educational opportunities to improve Hispanic youth's success and school performance. The main area of coverage of the NCSHP's activities is the Triangle (Raleigh, Durham, and Chapel Hill). Our office is located in Cary, NC.

Position Title: NCSHP INTERN

Description: The NCSHP Internship is a grant-based position for an 8-month period, with possibility for an extension. We are seeking a motivated individual with interest in the non-profit sector, Hispanic educational programs and communications/social media. The desire to develop and implement tools to support our Membership Campaign and to promote STEM material and resources.

Who you are:

- **Mission-Aligned:** You are passionate about making an impact by providing access to educational opportunities for Hispanic youth and resources for the community.
- **Detail Oriented:** You have strong organizational skills and are meticulous in your attention to detail.
- **Confident and Innovative:** You bring fresh, new ideas and are comfortable contributing meaningful insights and opinions.
- **Hands-On:** You are willing to take on any task as needed!
- **Tech Savvy:** You are forward thinking and fast paced, with a strong knowledge and understanding of the digital media landscape, including various social media websites. You do not shy away from learning a new program or software!
- **Creative:** You pursue new methods and approaches to communicating an idea and you think outside the box. You have a positive attitude to learning and love creating.

Compensation: \$10 per hour

Hours: 12 hours/week, Flexible Schedule Mon. - Fri. Some evenings and weekends may be required. This position is **NOT** virtual/remote; candidates must have **availability to be present at our offices in Cary, NC.**

Internship Timeframe: March 2019 - October 2019

Additional Benefits:

- Gain valuable professional experience in non-profit administration, communications, event coordination, donor relations, and customer service skills.
- Opportunity to make valuable contacts within the non-profit and business communities in NC.
- Reference letter will be provided upon request and successful completion of internship
- Join a small team and receive professional coaching/mentorship directly from the NCSHP Director.

Responsibilities include, but are not limited to:

- Provide administrative support to the NCSHP Director and support the implementation of our Educational Programs and events. Go to www.thencshp.org for reference.
- Assist in Event Planning and Execution;
- Responsible for the maintenance, implementation and cultivation of the NCSHP communication / marketing activities and goals, under the supervision of the Director;
- Collaborate with staff on new ideas, directions, and venues for marketing and communications;
- Create / Manage Mass Mailing Campaigns (Membership, Fundraising, STEM Education);
- Manage Social Media Marketing Campaigns on the NCSHP Social Platforms (Facebook, Twitter, Instagram, LinkedIn) and implement online outreach / social media presence strategies;
- Design flyers, graphics, evites, and other marketing material for Membership / Fundraising Campaigns and TuPortalSTEM Project.

- Collaborate in the operation of the NCSHP Educational programs and TuPortalSTEM Hotline;
- Website updates and maintenance;
- Marketing of Educational Programs;
- Collaborate in the creation of the NCSHP Quarterly e-Newsletter; and
- Participate and represent the organization at community events with booths as well as the NCSHP events.

Professional Qualifications and Candidate Profile:

Required:

- Pursuing a bachelor’s degree, preferably in Communications, Graphic Design, Marketing, or Business; junior or senior level student is preferred;
- Must be comfortable using Microsoft Office (Excel, Outlook, PowerPoint, Word, Publisher), Canva, IContact, Wix and major social media platforms;
- Ability to be a team player in a small staff environment.
- Detail-oriented and organized with strong written and verbal communication skills;
- Ability to conduct basic research;
- Excellent interpersonal and public relations skills;
- A commitment to professional ethics and ability to handle sensitive and confidential information;
- Ability to multi-task, meet deadlines, work individually and in a team environment; and
- Punctuality and dependability.

Preferred:

- Bilingual in Spanish and English (verbal and/or written).
- At least one year of previous administrative experience; membership associations or nonprofit experience.

Application Procedure: To apply, please send a letter of interest and resume in one PDF file using the following naming convention: “Your Last Name-Your First Name_NCSHP Intern2019”, *via email only* to:

Caroline Veloso Oliveira, NCSHP Director
cveliveira@thencshp.org

Application Submittal Deadline: Friday, February 8, 2019.

IMPORTANT: Interviews will be conducted February 14th and 15th. Candidates must have availability to attend an in-person interview on that day. Internship is expected to begin March 1st, 2019.

For additional information or questions, please call (919) 467-8424.
 The NCSHP’s website: www.thencshp.org

The NCSHP is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for the position.