



Immigration Coalition Building Intern - Fall 2022

IJPC is excited to offer internship opportunities to college students during the Spring, Summer, and Fall semesters. Applicants should be passionate about peace and justice issues.

About the Intercommunity Justice and Peace Center (IJPC):

IJPC is a small, dynamic nonprofit organization whose mission is to educate and advocate for peace, challenge unjust local, national and global systems, and promote the creation of a non-violent society. We mobilize people of Greater Cincinnati to raise their voices, take action, and create change. For more information, visit www.IJPCcincinnati.org.

Position Description:

The Coalition Building Intern for the Immigration program will work with the Program Manager to assist in managing, coordinating, and running the Immigrant Dignity Coalition. The intern will specifically assist in the development and implementation of skill-based trainings and educational resources on how to be better advocates in the immigration justice movement, in addition supporting other education or advocacy projects as needed.

Job Responsibilities:

- Research, compile, and distill information into educational resources and training materials
- Advertise and recruit for skill-based trainings, monthly coalition meetings
- Create educational content for social media platforms, website, email, and newsletters
- Communicate, collaborate with, and manage volunteer advocates
- Attend and assist in facilitating Immigrant Dignity Coalition meetings on the 4th Wednesday of the month from 6:30-8:00PM
- Work collaboratively with staff and share in office chores and other duties as requested

Qualifications:

- Experience creating and designing easy-to-understand educational materials
- Proficiency in Spanish desired
- Interest in leadership development, management and administration
- Effective communication and interpersonal skills
- Proficiency in Microsoft Office & Google Drive Products

General Expectations:

- Commitment of 10+ hours per week for 10-12 weeks
- Report to the IJPC office for work in-person on recurring weekly schedule
- Be able to work independently and be highly motivated
- Work on large and small scale projects and manage time effectively
- Communicate effectively and in a timely manner via email and phone
- Responsibly represent IJPC in communication with the public, volunteers, collaborators, etc.

Other benefits of an internship with IJPC:

- Join a small dynamic office and take on projects relevant to your interests and talents
- Learn how a small nonprofit operates by pitching in wherever needed
- Challenge yourself and grow in your knowledge of social justice and solidarity

How to apply: Visit IJPCcincinnati.org/about/get-involved to fill out an application. Questions? Email Hayley@IJPCcincinnati.org.