

Job Title: Assistant Program Intern

Duration: 12 weeks (6/01/2022 - 8/28/2022)

Merrimack Valley Black & Brown Voices, Inc., is a 501(c)(3) organization based in the Merrimack Valley of Massachusetts.

OUR MISSION: Merrimack Valley Black and Brown Voices provides Black, Indigenous, and People of Color across the Merrimack Valley of Massachusetts with a safe space to connect, share resources, and create systemic change to eliminate prejudice and discrimination in surrounding communities.

Our website is mvbbvoices.org

JOB SUMMARY: We are searching for someone interested in community organizing, diversity, equity, and inclusion, who wants to get hands-on experience. We are looking for someone who can commit to 15-20 hours every week for a 12 week internship from June 1st through August 28th. You will be assisting the team with the following programming:

- Online/social media management.
- Assisting at the Free Store for BIPOC at 50 Beechwood Drive, North Andover (*Build your own schedule!*)
- Annual Juneteenth Celebration. (June 18th – 19th)
- Monthly outdoor business markets that happen **one** Sunday every month.
- Attending virtual board meetings.
- Attending any virtual or in-person meetings/speaking engagements.
- Assist programming/attend any other events that come up (annual retreat for BIPOC, paint night fundraisers, etc..)

This is a grant funded and stipend based internship that requires some hours of volunteer work.

This job is 60% in-person with travel required, and 40% remote work.

We are following the news and local policies regarding COVID-19 and social distance closely.

Important dates:

1. This internship is for 12 weeks from **Wednesday June 1st, 2022 - Sunday, August 28th, 2022.** (with possibilities of extension depending on funding)
2. Application deadline: **May 18th, 2022.**
3. Interviews will take place between: **May 12th, 2022 - May 20th, 2022.**
4. Hiring and Training will take place between: **May 22nd and May 30th** (virtually or in-office.)
5. We will *publically* announce who has filled this position: **June 1st, 2022** on the start date.

Offers:

- \$2000/month stipend (\$6000 total) Paid on June 16th, July 21st, and August 18th + bonus stipends awarded for great work!
- Workdays: **flexible/ build your own schedule!**
- Non-profit organization and business management experience.
- Understanding the power of philanthropy.
- Opportunity to work with a passionate and down to Earth team that is devoted to giving back to the Black and Brown community all while working in a fun, safe, and comfortable environment.
- College credit may be possible if you are in school. But would need to be verified with your institution.

Interested applicants should submit a resume and cover letter to executive director, Mayara Reis at contact@mvbbvoices.org.

Perfect candidates are:

- 18+ years of age.
- High School seniors going into college are highly encouraged to apply.
- Living or attending school in the Merrimack Valley or relative distance of these towns: <https://www.mvbbvoices.org/towns-cities>
- A senior undergraduate or graduate student with great flexible availability.

- Available to come in a some days a month between Tuesday and Thursday to help with the free store.
- Available on some weekends for market events and willing to volunteer extra hours needed to help grow this non-profit.
- Positive, and outgoing.
- Great at learning new things.
- Knowledgeable and generally interested in Racial Injustice and the Black Lives Matter movement.
- Generally informed about the Mvbbvoices non-profit.
- Interested in meeting new people.
- Tech-savvy.
- Comfortable on the phone.
- Comfortable during Zoom calls with people they might have never met before.
- Able to hop on a phone call on the spot.
- Comfortable talking to new people in person and on the phone.

Required:

- Experience with Gmail, Instagram, Facebook, Snapchat, Twitter, Google Docs, Google Drive, Google forms.
- Must have a Facebook account for the duration of the internship.
- Basic Google research skills.
- Has an Apple iPhone for daily communication via i-message text.
- Laptop with webcam.
- Driver's license and reliable transportation.
- Customer service experience.
- Must be able to take constructive criticism and feedback as a positive and, apply it to your personal and professional growth during the internship.

Not required but a plus:

- Bi-lingual in Spanish
- Experience with Canva and Zoom
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The tasks involved are not limited to the following:

- Monitoring and responding to emails and social media DMs
- Moderating/assisting during virtual or in-person events if needed.
- Helping with programming at our Self-Care store at our North Andover office.
- Sharing posts on social media including Instagram and Snapchat stories and assisting with social media content planning.

- Required to be logged into our accounts.
- Help out at our outdoor market events.

Training and explanations of all tasks will be provided.

Competencies:

Decision Making: Ability to make decisions that are guided by general instructions and practices requiring some interpretation. May make recommendations for solving problems of moderate complexity and importance.

Problem Solving: Ability to address varied problems, requiring analysis or interpretation of the situation using direct observation, knowledge, and skills based on general interactions.

Independence: Ability to follow general instructions and procedures as provided. Work is monitored by the supervisor/manager.

Written Communications: Ability to communicate clearly and effectively in written English and Spanish with internal and external customers. Accurate revising, spelling, and grammar is enforced daily.

Oral Communications: Ability to comprehend and converse in English and Spanish to communicate effectively.

Knowledge: Ability to demonstrate a full working knowledge of standard concepts, practices, procedures, and policies of the organization with the ability to use them in varied situations such as communicating with people on social media or events.

Team Work: Ability to interact respectfully with other employees, professional staff, and/or external contacts to offer ideas, identify issues, obtain information, or deliver services.

Customer Service: Ability to provide a high level of customer service to online and offline community members, event visitors, donors, staff, and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem-solving. Ability to remain calm in stressful situations.

Physical Nature of the Job: Sedentary work: Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking and standing required only occasionally.

Training will be provided.

Non Discrimination Policy:

Consistent with our values, Merrimack Valley Black & Brown Voices, Inc., is committed to a diverse and inclusive community with the utmost respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical ability in its community and, staff. Merrimack Valley Black & Brown Voices, Inc., does not discriminate based on race or national and ethnic origin in the administration of all programming. We strongly encourage applications from women and BIPOC candidates. Merrimack Valley Black & Brown Voices, Inc., is an Equal Opportunity Employer.

Disclaimer:

Although we try our best to provide a safe space for our community and team, there is no telling when racial discrimination will happen. Our mission is to maintain a safe space for our BIPOC community hence, the reason why we must work with racism hands-on and, do so on occasion via social media. You will never be made to deal with any incidents.

There has never been a physical or violent in-person incident at any of our events or gatherings. We take extra precautions when planning events so that this does not happen. However, there has been **one** brief verbal incident that was taken care of by staff promptly.

Please note: During this internship, you may be exposed to racial bias and inappropriate language via our social media platforms. Any of the incidents should be reported to a supervisor or board member immediately. You will never be made to deal with any incidents unless you choose to.

Rest assured that we handle these situations seriously, rapidly, professionally, and safely.

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