

YWCA of Bethlehem-Internship and Volunteer Opportunities

Internship 1 (Fall, Spring, Summer)-Assistant Women's Program Coordinator

Coordinate women's programs including WAND (Women Achieving New Directions- Career Development), and a women's empowerment event for women under age 30. Duties include, but are not limited to:

- Coordinate program times and location
- Assist with the planning and implementation process
- Market program to women throughout the community
- Increase community outreach efforts
- Prepare a report on progress and outcome of program

Internship 2 (Fall, Spring, Summer)-Assistant Racial Justice Program Coordinator

Intern will assist with the planning and implementation of YWCA Racial Justice programs in the community. Intern will work on one of the following program areas:

Study Circles- a six week community dialogue program on racism and race relations for adults and adolescents

- Coordinate Study Circles meeting times and locations
- Market programs to community
- Attend program, if possible, and provide a report on outcomes

Reading Circles- a one time reading circle with students about diversity and racism on an elementary level.

- Plan Reading Circles with elementary school classes in the Bethlehem area.
- Market programs to schools and communicate with school professionals.
- Recruit volunteers to implement the program to elementary school students.
- Analyze data and program outcomes.

Internship 3 (Fall, Spring, Summer) - Public Relations Assistant

- Compose press releases and press kits
- Read local newspapers to search for articles related to any of our programs
- Work on production, writing and editing of newsletter
- Work with graphic artist and printer to produce newsletter
- Take pictures for newsletter
- Maintain and update media contact list and make follow up phone calls with media
- Maintain and update media file and pictures from events and programs

Internship 4 (Spring) – Assistant Race Against Racism Event Coordinator

Intern will assist with various aspects of the 4th Annual 5K Walk/Run in Bethlehem on May 1, 2010. Duties include but are not limited to:

- Volunteer recruitment
- Marketing of the event
- Upkeep of race website
- Soliciting donations
- Community outreach
- Committee recruitment for the event
- Logistics

Internship 5 (Spring, Summer) – Assistant T.G.I.F. Golf Classic Event Coordinator

Intern will assist with various aspects of the annual T.G.I.F. (Teaching Girls Is Fun) Golf Classic. This will be the 8th year the YWCA of Bethlehem is holding the Golf Tournament in order to fund the LPGA-USGA Girls Golf program. It will be taking place in September 2010 at Southmoore Golf Course. Duties include, but are not limited to:

- Volunteer recruitment
- Marketing of the event
- Soliciting donations
- Community outreach
- Committee recruitment for the event
- Logistics

Internship 6 (Fall, Spring, Summer) – Assistant to the Director of Adult Day Services Center

Intern will assist with various duties under the supervision of the Director of Adult Day Services Center including, but not limited to:

- Create and implement a marketing plan to market the adult day services center to targeted audiences in the Northampton and Lehigh Counties
- Plan special events
- Plan and implement programs for caregivers
- Assist with planning and marketing the Silent Auction event.

Internship 7 (Fall, Spring, Summer) – Assistant Grant Writer

Intern responsibilities include, but are not limited to:

- Research grant opportunities related to YWCA mission and programs
- Assist with writing and submitting grants

Internship 8 (Fall, Spring, Summer) – Web Design Assistant

Intern responsibilities include, but are not limited to:

- Maintain and update YWCA of Bethlehem website
- Upload pictures and make changes to the website when needed
- Design YWCA website to be more attractive and user friendly

Internship 9 (Fall, Spring, Summer) – Marketing Assistant

Intern responsibilities include, but are not limited to:

- Assist in marketing all YWCA programs to the community
- Create new marketing strategies
- Research the community's needs and demographic
- Aid in increasing participation in YWCA programs

Internship 10 (Fall, Spring, Summer) – TechGYRLS Coordinator Assistant

The TechGYRLS Coordinator Assistant is responsible for assisting with the development, implementation and instruction of YWCA TechGYRLS. This position will work with the TechGYRLS program coordinator to bring the TechGYRLS program into schools, community/family centers and create a TechGYRLS site at the YWCA. Duties include but are not limited to:

- Assist with coordinating field trips and activities
- Monitor and assess the effectiveness of TechGYRLS by maintaining current outcomes data
- Work with site administrators to assure program satisfaction
- Mentor girls at a TechGYRLS site

Internship 11 (Fall, Spring, Summer) – PhotoVoice Coordinator

Intern is responsible for managing a volunteer team to product a PhotoVoice project on the topic of race relations in the Lehigh Valley. An interest and experience in photography is a must. The intern's responsibilities include but are not limited to:

- Work with volunteers to take pictures of the community and present how they relate to eliminating racism
- Create an attractive display of the photos and descriptions.
- Present the final project at a YWCA event.

Internship 12 (Fall, Spring, Summer) – Computer Services Coordinator

Intern responsibilities include but are not limited to:

- Run computer center at a senior residential building
- Manage computer programs for seniors
- Train seniors to use the computer, especially how to make greeting cards and write emails

Internship 13 (Fall, Spring, Summer) – Advocacy Coordinator

Intern responsibilities include but are not limited to:

- Coordinate advocacy efforts for the YWCA of Bethlehem on the state and federal levels
- Manage advocacy web page on the organization's website
- Conduct research on issues important to the YWCA
- Track and monitor advocacy efforts and outcomes

Volunteer (Fall, Spring) – TechGYRLS Mentor

A TechGYRLS Mentor helps to create an invaluable technology experience for girls ages 9-12. Volunteers are needed for 7 weeks in Fall and 7 weeks in Spring for this after school program for about 3 hours a week. Tasks include:

- offer guidance to girls
- attend field trips
- share personal successes and challenges in technology field

All internships are unpaid at the YWCA of Bethlehem.

Please email resume and cover letter to Lynn Nonnemacher Weller at lnonnemacher@ywcabethlehem.org or fax to 610-997-3786 and indicate which internship opportunity you are interested in. For more information about these internships call the YWCA of Bethlehem at 610-867-4669.

**Other Volunteer and Internship Opportunities may be offered.
Please call the YWCA of Bethlehem for more information.**