



STUDENT INTERNSHIP OPPORTUNITIES

"I Have A Dream" Foundation-Los Angeles (IHADLA) is a non-profit organization that provides long-term support to youth living in under-resourced communities to enable them to achieve their full potential. From an early age, we promote the values of higher education and career success and provide opportunities guaranteed through financial resources, enrichment programs, and more.

We are pleased to announce the reboot of our semester-long internship program for Fall 2024 and Spring 2025. Our student internship opportunities offer hands-on training, mentorship, and the chance to work on impactful projects directly affecting our LA youth. We have exciting opportunities tailored to your interests that will allow you to gain new, invaluable skills that can be added to your resume! Read more about the Foundation at [IHADLA.org](https://www.ihadla.org). We are seeking to fill five unpaid internship opportunities across our three programs.

INTERN AT THE EXECUTIVE OFFICE (HYBRID)

Student interns working in the Executive Office will learn about the various aspects of running a non-profit organization focused on youth development. Intern responsibilities will be based on individual skills and interests and may involve various tasks. LIMITED SPACES. The following are the main characteristics and requirements of the internship:

- Interns will work 90 hours over the semester (approximately 6 hours a week).
- Students will predominantly complete their internship remotely with potential in-person activities at the Executive Main Office at 3580 Wilshire Blvd., Suite 720, Los Angeles, CA 90010.
- The Executive Director and other administrative staff will supervise interns.
- Interns will work on projects related to their college majors and skills. Students can gain experience in social media tracking, grant research and proposal writing, data management, public relations, program development, technical writing, volunteer coordination, and special events planning.

INTERN WITH PROGRAM 20 IN INGLEWOOD, WORKING WITH 7TH AND 8TH GRADERS (IN PERSON)

Student interns working with the middle school Dreamer Scholars at Frank D. Parent Elementary School will learn about the programming aspects of a non-profit organization focused on youth development and will complete various tasks. The following are the main characteristics and requirements of the internship:

- Interns will work 90 hours over the semester (approximately 6 hours a week).
- The Program Coordinators will supervise interns.
- Interns placed with middle school students in Inglewood will work with staff to enhance the tutoring component of the after-school program (1:00 - 5:30 PM). Interns will learn to track students' academic performance and growth and work with staff to translate this information into targeted program activities and student referrals in a case management approach. Interns will coordinate special events and activities (e.g., college campus visits, health and wellness program implementation, etc.).
- Interns may, on occasion, act as liaisons with community partners.
- Student interns must be available at least one day a week between 1:00 and 5:30 PM. Students who can attend the program two days a week will be preferred.

INTERN WITH PROGRAM 19 IN BOYLE HEIGHTS WORKING WITH 12TH GRADERS (HYBRID)

Student interns working with the high school Dreamer Scholars at Theodore Roosevelt High School will learn about the programming aspects of a non-profit organization focused on youth development and will complete various tasks. The following are the main characteristics and requirements of the internship:

- Interns will work 90 hours over the semester (approximately 6 hours a week).
- Students will complete their internship activities in a hybrid format. In-person events include Saturday Academy workshops in Boyle Heights held from 9:30 AM to 1:30 PM and occasional college campus visits. The remaining hours will be completed remotely throughout the week.
- The Program Coordinators will supervise interns.
- Students will assist with the weekly preparation and facilitation of Saturday Academy and may support tutoring efforts. Interns would coordinate workshop activities focusing on various topics, such as developing leadership skills, locating college financial aid, exploring career options, etc.
- In addition to working directly with Dreamer Scholars, interns will develop their administrative skills virtually. Tasks include but are not limited to, researching resources, organizing databases, conducting outreach to colleges, and identifying Dream Speaker guests who provide our students with exposure to different careers.
- Interns may, on occasion, act as liaisons with community partners.

REQUIREMENTS AND HOW TO APPLY

You must be enrolled in a Bachelor's or Master's program or a recent graduate (a maximum of two years). We accept students of all backgrounds and majors. Additional qualifications include excellent written and verbal communication skills, proficiency in Microsoft Word and Excel, Canva, Google Workspace, and Salesforce, the ability to work effectively as part of a team, take the initiative, pay outstanding attention to detail, and be willing to have fun!

Please apply now by sending a completed copy of the internship application section of this document to (info@ihadla.org). Please send your email with the subject heading "Internship Opportunities" and specify your position of interest. Please get in touch with our Mentor Coordinator, Tamika Jeanty (tamika@ihadla.org), for more information on becoming an intern. Although these internships are unpaid, we will offer flexible schedules to accommodate academic commitments. All applications are reviewed on a rolling basis, and final candidates are to be interviewed until all internship positions have been filled.

Students chosen as interns will be expected to attend an orientation session before the beginning of the semester. All interns must also complete a background check and provide proof of a negative TB test before beginning their work on-site.

APPLICATION SECTION

Name:	University of Attendance:
Phone:	Email:
GPA:	Major:

Please indicate which internship(s) you are interested in. You may mark as many as you are interested in or qualified for. Specific site placements and assignments will be determined based on student interest, availability, and program needs.

- Working in the Executive Office in Downtown Los Angeles (hybrid)
- Working with middle school students in Inglewood (in-person)
- Working with high school students in Boyle Heights (hybrid)

Although you may not know your class and work schedule for the upcoming semester, please indicate below the day(s) and times you would most likely be available to complete your hours at the "I Have A Dream" Foundation—Los Angeles. Preference will be given to students who can work on-site twice a week. Once selected as an intern, specific intern work schedules will be determined in consultation with the Site Program Coordinators. Answers to the questions below can be submitted on a separate PDF document.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays

Why are you interested in this internship opportunity? What do you hope to gain/learn as an intern working with the "I Have A Dream" Foundation—in Los Angeles? What skills and prior experiences would you bring to this internship that would benefit the organization? If you had to choose one word to describe yourself, what would it be and why? What questions or concerns about internship placements at the "I Have A Dream" Foundation—Los Angeles?