



Summer Intern

Organizational Overview:

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth involved in New York City child welfare proceedings. Our mission is to ensure children and youth involved in the child welfare system have their needs met and rights protected, and children in foster care move into safe and permanent homes as quickly as possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, anti-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

Position Description:

CASA-NYC is seeking a motivated and enthusiastic summer intern to support the executive director and management staff with a wide range of general administrative and operational tasks and special projects. The internship offers an excellent opportunity for a student or recent graduate to gain hands-on experience in the non-profit sector.

Key Responsibilities may include, but are not limited to, the following:

- Assisting with soliciting, managing, organizing and distributing in-kind donations for program participants
- Assisting the Director of Older Youth Services with outreach and support to older youth transitioning from foster care
- Observing and taking notes on court proceedings
- Providing administrative support to the management team, including scheduling meetings, preparing agendas and documents, and handling correspondence
- Assisting with maintaining and organizing office records, files, supplies and databases
- Coordinating logistics for events, meetings and programs including booking meetings rooms and venues, arranging catering, and managing RSVPs
- Conducting research on child welfare interventions and outcomes, and producing written summaries of research findings
- Conducting data entry and analysis
- Taking minutes during meetings and distributing them to relevant team members
- Assisting with planning and implementation of events involving staff, volunteers and program participants
- Assisting with the development of social media content
- Updating internal policy and protocol documents
- Other tasks as assigned by supervisor

Qualifications:

- Undergraduate student or recent graduate
- Highly organized, detail-oriented and reliable
- Excellent written and oral communication
- Proficiency in microsoft office suite (word, excel, powerpoint) and google workspace
- Ability to take initiative and work independently and collaboratively in a fast-paced environment
- Demonstrated interest in social justice and the non-profit sector
- Demonstrated commitment to principles of diversity equity and inclusion
- Experience volunteering or working with children/youth in marginalized communities a plus

The Summer Intern will work 20 hours/week at \$20/hour from approximately June 1st to August 9th in a hybrid work environment, working 2-3 days each from home and from CASA-NYC's office at 48 Wall Street.

To apply please email your resume and detailed cover letter to jobs@casa-nyc.org with “Summer Intern” in the subject line. Cover letter should include a statement about why you are interested in advocating for improved services for children and youth in foster care, and how this experience will help you further your personal and professional goals.

CASA-NYC is a partner project of the Fund for the City of New York. We are an equal opportunity employer and encourage people of color, immigrants, LGBTQ-identified and differently-abled candidates to apply.