

SisterCARE AllianceTM

Leading the Self Care Day Movement

Administrative Intern for SisterCARE Alliance

Work Type:

Summer Internship

Location:

3181 Rainbow Drive, Decatur, GA 30034

Job Description:

The SisterCARE Alliance is seeking applications for a part-time intern to assist with administrative duties and outreach initiatives. SisterCARE Alliance is an organization for women of color supporting each other and promoting success, social activism and self-care as a form of revolution. We provide Self Care Matters Intensive workshops and presentations to teach women and young girls life strategies based on realistic scenarios to help them assess their critical needs and reach their goals.

Responsibilities for this position will include maintaining a running clientele database, managing volunteers, disseminating newsletters, and assisting in community outreach initiatives. An interest in social justice and advocacy is highly desirable. Applicants should be able to be versatile in completing self-sufficient and group work. We enjoy a working relationship with many organizations that promote self-care and self-advocacy for women of color, and this position will help interested applicants network with organizations that promote social justice in a variety of ways.

Minimum Requirements:

Applicants must be an undergraduate or graduate student interested in social justice and advocacy.

Time Requirements:

This internship requires a 15-hour a week time commitment, with the intern being present in office three days a week. One day MUST be Monday, and the other two days will be determined by the intern's schedule.

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Basic Information

Name

Last First M.I.

Email Address

Address

Telephone Number _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

Availability – please list the hours of each day that you will be available to complete the internship, keeping in mind the 15 hour work week.

Monday (**mandatory**) _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

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Education

Type of School	Name and Location	Degree/Date	Major
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses:

Additional Requirements

Please respond to the following questions.

Why are you interested in interning with the SisterCARE Alliance?

What is your background in community outreach?

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What does the term “social justice” mean to you?

What does the term “self-care” mean to you?

Please attach either your resume or curriculum vitae to this application. Please be sure to highlight the following where applicable:

- Employment history, including paid, volunteer, and intern positions
- Titles of any publications
- Community/ professional organizations
- Awards and honors

Please email all completed applications to sistercarealliance@gmail.com with the subject line “ATTN: SisterCARE Alliance Summer Intern Application”. In the body of the email, please include the days of the week and times of the week you will be able to interview for the position, and someone will be in contact with you shortly thereafter. If you have any questions, please feel free to email us at sistercarealliance@gmail.com or call us at (770) 516-0010.