



WFSA Unidas Internship

Position Summary:

This position is responsible for assisting in the facilitation of the [Unidas Teen Philanthropy Program](#). Unidas is a semester-long after school program for high school students that connects young women and gender expansive individuals across the state of Arizona with an engaging curriculum to develop our next generation of philanthropic leaders. The internship consists of supporting the Unidas Program Manager with curriculum design and co-facilitation of weekly Unidas meetings.

Reports to: Unidas Program Manager & Director of Program Engagement

Hours: 10-15 Hours a Week, remote and unpaid. College credit is available.

The intern will need to be available for Unidas meetings in the evening once a week (Either Wednesday or Thursday 4:30pm-6:30pm)

Overview of Duties:

Curriculum & Facilitation:

- Assist Unidas Program Manager in the design of the semester curriculum and retreat.
- Help facilitate activities and social justice discussion topics for professional development and learning.
- Assist Program Manager with facilitation of the grant-making process.
- Attend weekly meetings with participants, mentors, other interns, and Unidas Program Manager.

Specific Job Skills:

The minimum specific job skills needed to perform this position include: a knowledge of MS Office programs (Outlook, Word, Excel, PowerPoint), oral and written communication skills, excellent interpersonal skills, commitment to women's issues, and a strong desire to work in a non-profit setting and to have an impact on the lives of women and girls. Since the internship is remote, interns will need a computer with a microphone and camera for virtual meetings.

Preferred Qualifications:

Proven ability to be a self-starter, interest in researching areas relevant to WFSA work, and initiative to support youth in becoming philanthropic leaders.

For more information or to apply contact Brigette Villasenor at bvillasenor@womengiving.org