

Mexico-US Solidarity Network Internship – Program

Location: Chicago
Position: Full Time
Availability: minimum 6 months (renewable commitment)
Salary: \$800 per month w/ increase after first 6 months pursuant to job evaluation

Position Purpose:

The Mexico-US Solidarity Network is seeking an intern/organizer for our Chicago office. The right person for this internship will have some grassroots organizing experience, be organized, demonstrate a strong commitment to the social justice movement in the US and Mexico, and have strong Spanish/English bilingual speaking and translating skills.

The intern will perform standard duties required in coordinating national speaking tours, which include itinerating events, logistics and translation, and it may also include traveling with guest speakers to facilitate and lead presentations on at least one tour. The successful applicant will also help recruit and manage volunteers, and represent MSN at various local and national grassroots organizing meetings and conferences. All interns and staff share responsibilities in coordinating ESL classes offered locally and taught by staff and volunteers. Interns also share in various other duties pertaining to MSN programs.

Key Responsibilities:

1. Itinerate 3-4 national speaking tours for Spring 2008 and 3-4 for Fall 2008.
2. Coordinate travel logistics for above-mentioned tours.
3. Document outreach and results for each tour.
4. Keep appropriate financial accounting of each tour.
5. Assist with local volunteer training and utilization.
6. Co-manage community outreach projects such as ESL and basic computer classes
7. Other duties as assigned.

Requirements

1. 6-month minimum commitment with ability to travel.
2. Must be 21 year old
3. Valid US drivers license
4. Spanish/English bilingual and able to provide accurate translation for public presentations
5. Strong oral and written communication skills.
6. Excellent interpersonal skills.
7. Excellent public speaker
8. Detail oriented.
9. Excellent team player, while able to work independently
10. Excellent follow-through.
11. Proficiency in Microsoft Office.
12. Ability to take ownership and manage projects.