



**New American Voters Project (NAVP) Internship Description** | Revised December 2016

### **ORGANIZATIONAL MISSION & VISION**

Causa works to improve the lives of Latino immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino immigrants and their families are the heart of Causa and inspire, implement, and champion our work.

Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

### **NEW AMERICAN VOTERS PROJECT (NAVP) ORGANIZER INTERNSHIP**

Successful immigrant integration is one of Causa's many priorities to better advocate for immigrant rights. One of the ways Causa does this is through our New American Voters Project (NAVP). The New American Voters Project is a collaboration between four partner organizations: APANO, Causa, Unite Oregon, and Oregon Voice. The model is based on supporting individuals at naturalization ceremonies to register them to vote.

Ceremonies take place every Monday, Tuesday, Wednesday, and Thursday of the week at the USCIS building in Portland (1455 NW Overton St, Portland, OR). The volunteer shifts for this program have a start time of 1:40PM and end time of 3:00PM. As a partner of this program, Causa is committed to sending two (2) volunteers per volunteer shift. The NAVP internship is proposed to sustain and improve the NAVP program. This position will be under direct supervision by the Field Organizer.

### **POSITION RESPONSIBILITIES**

- Responsible for scheduling and recruiting NAVP volunteers.
- Responsible for sending weekly schedule of volunteers to lead organizer at Oregon Voice; no later than Sunday morning of each week.
- In charge of delivering on volunteer commitment: 2 volunteers per shift.
- Responsible for replacement of volunteer if volunteer is not able to attend.
- Responsible for attending ceremony if volunteer is not able to and intern cannot find replacement.
- Responsible for training new volunteers.
- In charge of volunteer tracking.
- In charge of maintenance emails to volunteers and lead Oregon Voice coordinator.
- Responsible for volunteer communication i.e. texting, phone calls, emails, and letter writing.
- Attend monthly conference calls with NAVP program leads (organizations are listed above).
- Report work updates during 1:1 check in's with supervisor.
- Build and maintain relationships with partner organizations.

## **REQUIREMENTS**

Causa is seeking student(s) and or person(s) that have strong organizational and communication skills. Causa seeks someone with strong recruitment skills, knowledge of Causa, and the NAVP Program. Applicants with more than one language skill(s) are highly encouraged to apply. Must have proficiency with Google Docs, email, texting, and have reliable transportation. Experience in volunteering with NAVP is preferred but not necessary.

## **HOW TO APPLY:**

Please send a cover letter, resume, and list of references to [cristinam@causaoregon.org](mailto:cristinam@causaoregon.org). Please indicate in your cover letter why working for the New American Voters Project (NAVP) is of interest to you, what skills you hope to gain from his internship, and skills you will bring to the internship.

Causa is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expression, and identities are encouraged to apply.

## **ADDITIONAL INFORMATION**

Intern supervisor: Causa's Field Organizer

Duration: January- June (flexible).

Hours: Approximately 6-10 hours weekly.

Pay: \$250 monthly stipend available.