



OUR MISSION

To leverage and coordinate the assets of our community to ensure that all Waltham youth have the resources they need to thrive.

Job title	Trailblazers & Coalition Intern
Reports to	Shanesha Christmas

About Waltham Partnership for Youth

The mission of Waltham Partnership for Youth is to leverage and coordinate the assets of our vibrant community in order to provide Waltham youth with opportunities to discover their own personal pathway to success. We facilitate multi-agency, multi-sector initiatives to ensure that the wealth of resources in and around Waltham are available to the students and families who need them most. Our vision of the future is that the multicultural, multilingual students of today will be serving in leadership roles in all sectors of our community.

About Waltham Partnership for Youth Coalition

The Waltham Partnership for Youth Coalition is a multi-sector community coalition working together to make Waltham a safe, healthy, just and engaged community where all young people can thrive. The mission of the Coalition is to support a culture of mental health and wellness, free of substance misuse, for Waltham youth by connecting all sectors of the community, addressing root causes, and promoting advocacy, education, and policy change.

About Waltham Partnership for Youth Trailblazers

The Waltham Partnership for Youth Trailblazers are high school student leaders, who pave the way in educating, advocating and creating policy change around substance misuse and mental health.

Internship Description

The Trailblazers & Coalition Intern will last for the entire 2021-2022 school year (September-May) at roughly 10-16 hours per week. The internship will be conducted in a combination of on-site/in-person and remote hours. The Trailblazers & Coalition Intern will provide assistance in fostering the collaboration between Trailblazers and the Coalition. The Trailblazers & Coalition Intern will assist with increasing engagement of Trailblazers, Coalition members through several modes, including but not limited to increased use of our social media. The Trailblazers & Coalition Intern will work closely with the Youth Leadership Coordinator and the Coalition Coordinator.

Upon successful completion of the internship, the Intern will receive a \$500 stipend.

Responsibilities include:

❖ **Social Media Content Calendar:**

- Assist with WPY Coalition/TB pages to increase youth engagement on the platforms
- Creating schedule for posting for consistency
 - Posting for awareness months, for example
 - Posting weekly and posting about things WPY is doing, but not just posting during events
 - Working with youth to create these posts
- Creating a social media engagement report to demonstrate social media usage

❖ **Trailblazer Connector:**

- Helping with recruitment for Trailblazers in September and through the school year
- Attending Trailblazer meetings. Will have dedicated time at meetings to plan with Trailblazers for social media posting/planning for Coalition meetings
- Assisting Trailblazers with ideas for topics to present at Coalition meetings and assisting them at the Coalition meetings

❖ **84 Grant Coordination:**

- Providing assistance in planning 84 grant activities for Trailblazers
- Attending trainings alongside Youth Leadership Coordinator

❖ **Coalition Coordination Assistance:**

- Attending planning meetings with WPY team
- Helping with coordinating WPY Coalition events
- Brainstorming/conducting ways to get Coalition members more involved (more community service, volunteering at events)
 - Doing research on activities such as Clean Up Days to do together as a Coalition/creating new activities to do together

❖ Other duties as needed

Deliverables:

- ❖ Aid in the recruitment of at least 8 Trailblazers
 - Aid in the development of a recruitment plan and calendar that incorporates new methods of recruitment to be used in future years
 - Create tracking tool for each method of recruitment to evaluate effectiveness over time
- ❖ Creation of a social media content calendar with input from youth
- ❖ Posts on WPY social media pages at least once a week
- ❖ Creation of a social media engagement report to demonstrate social media usage, likes, youth engagement, etc
- ❖ Creation of a plan to increase Coalition member's engagement and enacting one of those plans (ex: Coalition members volunteering at one event, creation of a "Coalition Community event" such as a clean up day, etc.)

Learning Objectives:

- ❖ Increase communication skills with multiple stakeholders (youth, adults, community members, school staff, etc.)
- ❖ Time management/organization skills from supporting multiple projects
- ❖ Develop skills in social media and other platforms for engagement with stakeholders
- ❖ Develop skills in event coordination
- ❖ Develop grant writing skills

Qualifications

- ❖ Pursuing Bachelor's Degree
- ❖ Proficiency with basic communication and social networking tools, such as Google Suite (GMail, Google Docs, Google Sheets, Google Slides, Google Meets/Zoom), Instagram, Twitter and Facebook
- ❖ Interest/passion to work with youth
- ❖ Proactive
- ❖ Highly organized to support multiple projects
- ❖ Ability to work well with a diverse range of stakeholders, including students, families, educators, and community partners

Internship Stipend

- ❖ Upon successful completion of the internship, the Intern will receive a \$500 stipend.

To Apply

Email resume and cover letter to Shanesha Christmas: shanesha@walthampartnershipforyouth.org and Ivy Watts: ivy@walthampartnershipforyouth.org

Applications will be reviewed on a rolling basis until the position is filled.