

# Program Intern Job Description



## Position Overview:

Green Card Voices is a non-profit 501(c)3 organization whose mission is sharing the stories of a diverse group of first generation immigrants coming to the United States. Green Card Voices utilizes digital storytelling to share personal narratives of America's immigrants, fostering tolerance and establishing a better understanding between immigrants and their communities. Our dynamic, video-based platform, traveling exhibits, teaching resources, and multimedia books are designed to empower a variety of educational institutions, community groups and individuals alike to acquire first-person perspective about immigrants' lives, increasing the appreciation of the immigrant experience in America.

We are looking for a creative, high-energy, and positive individual to assist the organization's fast-growing programming needs.

## Responsibilities:

- Work directly with Communications Manager to support overall organization needs related to programming
- Assist with book promotion and sales
- Manage product inventory
- Assist with building and maintaining relationships with immigrant storytellers/authors (including communication, scheduling, and handling logistics for speaking events/book readings/book promotion events.
- Assist with building and maintaining bookstores, libraries, and schools to distribute/promote books and other products.
- Assist with merchandise/book order fulfillment, invoice creation and tracking, and online store inventory.
- Assist with logistics for events, exhibitions, presentations and meetings.
- Assist with the annual online fundraising campaign (Give to the Max) and other awareness and funding campaigns.

## Qualifications:

- Minimum 1-2 years of experience in a related field
- Excellent communication skills and strong work ethic, knowledge of immigration issues a plus
- Detail oriented and creative; self-starter and can work under minimum supervision
- Knowledge of Google applications (Google Docs, Google Sheet, Google Slideshow, etc.)
- Excellent organizational skills, ability to communicate effectively with staff and potential partners, and ability to work in a team as well as independently.

## Compensation:

Part-time (approx. 10-15 h/week), stipend of \$800 within a 3 month period, complimentary parking included, possible extension of role, school credit applicable

Interested parties are encouraged to apply by sending a resume and cover letter via email to Aaliyah Hannah at [aaliyah@greencardvoices.org](mailto:aaliyah@greencardvoices.org)