



24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453
781.891.6689 www.watchcdc.org

About WATCH: Waltham Alliance for Teaching, Community Organizing, and Housing Community Development Corporation (WATCH CDC) works towards a more just community in the Waltham area. Through promoting affordable housing, providing adult education and leadership development, and civic engagement opportunities we strive to empower underrepresented residents.

WATCH provides English class and citizenship class for immigrants, helps low income tenants find housing, educates tenants on their rights so they can organize for better conditions and more affordable housing, and teaches a course for first time home buyers. WATCH builds community by providing volunteer opportunities and a place where members can improve their own lives and help make a difference in Waltham.

About our internships:

- All internships are unpaid and follow federal and state regulations for unpaid internships.
- No experience needed.
- Hours listed are approximate and can be adjusted.
- The WATCH office is not open at this time, so most internships are conducted completely remotely.
- Spring 2023 internships will begin the week of January 16th and end the week of May 1st.

Applying: To apply, please email a resume and cover letter to Liz Smith, WATCH's Volunteer and Internship Coordinator at liz@watchcdc.org. Feel free to reach out with any questions as well.

See the following pages for our Spring 2023 internship offerings.



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1. Community Organizing Intern

Background: WATCH has a 34 year history of organizing in Waltham! The organization began as an association of tenant activists, and its strongest advocacy remains in housing. WATCH's programs and actions are driven by the strength and power of the Waltham community. [Click here](#) to view a comprehensive list of our 34 year history in relation to affordable housing and tenant advocacy. Community Organizing Interns will gain experience in large-scale communication, door to door canvassing, volunteer mobilization, and project management.

The intern(s) will:

- Work with the Community Organizer to organize canvassing efforts, table at community events, and coordinate efforts with other community organizations.
- Send postcards, get petitions signed, and register people to vote
- Assist with boosting event turnout by creating marketing materials, writing newspaper articles, and organizing meetings with City Councilors.
- Organize and report on community meetings such as WATCH's Tenant Action Committee (TAC) meetings

Expectations:

- Applicants must have a strong passion for learning from community leaders & fighting housing injustice
- Interns are expected to commit between 5-10 hours/week to working with WATCH.
 - Most work can be done remotely, however the intern must be available to come to Waltham, MA in order to door-knock, register voters, and attend community events with our Community Organizer
- While the ability to speak Spanish is preferred, it is not required



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2. Remote Nonprofit Operations Intern

Background: WATCH CDC is a nonprofit located in Waltham, MA serving the Waltham community through our Housing Clinic, Job & Financial Clinic, Adult Education classes, and Community Organizing efforts. Operations interns assist WATCH with day-to-day tasks that support these program offerings. This is an ideal internship for any students looking to explore a variety of interests and learn more about work in a non-profit setting.

Duties: Interns will complete specific tasks to help support the programs so that we maximize WATCH's impact. This could include entering data in our online database, creating flyers, event planning, and much more. Training and supervisory support will be provided. We will work closely together to tailor the work to do to your specific interests and skills. Example projects past interns have worked on:

- **Data management** - Inputting data into Salesforce, helping us track the needs and outcomes of our clients
- **Communications** - Redesigning pages on our website and creating flyers on Canva
- **Event planning**- contacting vendors to provide food and drink donations at an upcoming event

This is a great opportunity for students that want to build a wide variety of skills in a non-profit setting. This person **needs to be able to commit 5-10 hours a week for the semester**. We will determine a work schedule that works best for you based on your availability.



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3. Remote Data Management Intern

Background: While working remotely, WATCH has transitioned to using Salesforce to track outreach and client care. Interns are needed to help with projects involving movement of data, running reports, analyzing data and establishing work flows for smooth internal communication. The work of Data Management interns assists WATCH with tracking the outcomes of our clients and students. This work is very important for helping us quantify and share about the work we do.

Duties: The intern(s) will:

- Work closely under the mentorship of WATCH's Data and Outcomes Manager
- Assist with data organization and creating reports in Salesforce
- Clean data & reconcile missing data according to WATCH needs
- Assist with the optimization of data recording methods such as WATCH's Client Intake Form & Volunteer Interest Form

Requirements:

- 5-10 hours/week (We will determine a work schedule that works best for you based off of your availability)
- Previous experience with Salesforce or other CRMs is helpful but not required



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4. Adult Education - Remote ESOL Teaching Intern

Background: WATCH teaches English to adult immigrants with weekly classes, a tutoring program, and conversation groups. Many of our students are not literate in their native language and require a special teaching approach. Our classes are run by volunteer co-teachers with volunteer aides and supervised by our Program Manager. Our students come primarily from low income households with low wage workers making the majority of our population. Many of our students are Spanish speaking but we also have students from many other parts of the world. The English they learn is practical and based on their day to day lives. Students learn skills that will help them talk to their doctor, open a bank account, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties:

- Collaborate with WATCH's Adult Ed Program Manager to develop curriculum & prepare class plans
- Teaching in biweekly classes, collaborating with co-teachers
- Troubleshooting Zoom issues & brainstorming creative ways to engage with students remotely

Requirements:

- Assist in instruction in the classroom - the intern needs to be available during at least one of the following four class schedules for the course of the entire semester:
 - Either Monday's and Wednesday's 10-12 OR 6-8
 - OR Tuesday's and Thursday's 10-12 OR 6-8
- Dedicate 5-10 hours/week, including at least 4 hours a week spent in class
- WATCH is hosting both in person and remote classes, if teaching in person is something you are interested in, please include that in your cover letter.
 - In person availability is not required to apply.

Intern will gain experience with working directly with an adult immigrant population, ESL curriculum development, hands-on work with ESL students, and program management skills.



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5. Adult Education - Remote ESOL Lesson Planning Intern

Background: WATCH teaches English to adult immigrants with weekly classes, a tutoring program, and conversation groups. Many of our students are not literate in their native language and require a special teaching approach. Our classes are run by volunteer co-teachers with volunteer aides and supervised by our Program Manager. Our students come primarily from low income households with low wage workers making the majority of our population. Many of our students are Spanish speaking but we also have students from many other parts of the world. The English they learn is practical and based on their day to day lives. Students learn skills that will help them talk to their doctor, open a bank account, talk to their children's teachers, talk to clients at work, and improve their overall communication.

Duties:

- Work with the Program Manager to prepare class lesson plans guided by the curriculum of practical, everyday use of language
- Create activities that engage students in conversation, reading and writing
- Brainstorm creative ways to engage with students remotely via Zoom
- Dedicate 5-10 hours/week (We will determine a work schedule that works best for you based off of your availability)

Intern will gain experience with working indirectly with an adult immigrant population, ESL curriculum development and lesson planning, and program management skills.



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6. Remote Financial Education Intern

Background: WATCH has recently obtained a grant from Newton-Wellesley Hospital that has facilitated the expansion of our Job & Financial Clinic. Our goal is to support our community through workshops and one-on-one counseling on topics such as creating resumes, building good credit, finding jobs, and more. Financial Education Interns will work closely with our Clinic Coordinator to establish the clinic and expand its services.

Duties: The intern(s) will:

- Work closely under the mentorship of our Job & Financial Clinic Coordinator
- Assess community needs and determine what programs and curriculum would be beneficial
- Develop and facilitate remote programming such as workshops, individual counseling, and more.
- Research and develop resources such as “how-to” videos and handouts that effectively convey information to clinic attendees

Expectations:

- Dedicate 5-10 hours/week (We will determine a work schedule that works best for you based off of your availability)
- While the ability to speak Spanish is preferred, it is not required
- WATCH is hosting both in person and remote workshops. If having the opportunity to complete some of your internship in person is something you are interested in, please include that in your cover letter.
 - That being said, in person availability is not required to apply



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7. Remote Housing Clinic Case Management Intern

Background: WATCH Case Managers are seeking interns to support and further the work of the Housing Clinic. Our Housing Clinic works with about 700 Housing hold each year. Our team of Case Managers meets with clients, identifies their housing-related goals, and provides resources to help them reach those goals. Client needs range from needing help applying for rental assistance, to avoiding eviction, to applying for food stamps, and much more.

WATCH has recently re-started our open clinic hours remotely on Zoom. Interns are provided training and then lead the open clinic hours, connecting clients with resources such as rental assistance applications. We are seeking students who are interested in learning more about the helping professions, and practice working directly with clients.

Duties: The intern(s) will:

- Work closely under the mentorship of our Housing Clinic Director
- Assist clients with filling out forms for services like SNAP, WIC, Household Goods, CHAMP, Section 8, Congregate Housing
- Research and develop resources such as “how-to” videos and handouts that effectively convey information to clinic attendees

Expectations:

- Commit 5-10 hours/week to working with WATCH
 - Housing Clinic open hours will be once a week, 1-2 hours, determined by the intern’s availability
- Multilingual students are encouraged to apply, but speaking more than one language is not required