



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.
- Internships will begin the week of September 6th and end the week of December 19th.

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 Fall 2022 internship offerings.



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1. Community Organizing Intern

Background: WATCH has a 33 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 33 year history in relation to affordable housing and tenant advocacy. The Voter Registration & Community Outreach Intern will gain experience in large-scale communication, door to door canvassing, volunteer mobilization, and project management.

Duties: The intern(s) will:

- Work with the Community Organizer with on organizing drive canvassing, tabling, door-knocking and coordinating efforts with other community organizations.
- Send postcards, get petitions signed, and register people to vote. Intern will help with turnout for events related to our affordable housing campaign,
- Assist with boosting event turnout by creating marketing materials, write newspaper articles, and organize meetings with City Councilors.
- Organize and report on community meetings
- 5-10 hours/week. 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.
- Ability to speak Spanish is a must



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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 productivity. 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:

- **Client care-** Submitting rental assistance applications online on behalf of our clients
- **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 fall semester. We will determine a work schedule that works best for you based off of your availability.



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3. Remote Communications Intern

Background:

WATCH has a 33 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 33 year history in relation to affordable housing and tenant advocacy

The Communications Intern will gain experience in working alongside WATCH's Communication's Coordinator to share out about WATCH's efforts in adult education, community organizing, and addressing housing related needs of the Waltham community.

Duties & Expectations:

- Work closely under the mentorship of WATCH's Communications Coordinator
- Create marketing materials such as flyers and social media posts
- Create digital graphics using Canva
- Assist with campaigns
- Ability to speak Spanish is not required, but would be helpful
- We are looking for someone able to commit 5-10 hours a week (We will determine a work schedule that works best for you based off of your availability)



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4. Remote Data Management Intern

Background: While working remotely, WATCH has been using a variety of platforms such as Salesforce, Google Sheets, and Form Assembly to track outreach and client care. An intern or interns are needed to help with projects involving movement of data, running reports, analyzing data and establishing work flows for smooth internal communication.

Duties: The intern(s) will:

- Work closely under the mentorship of WATCH's Data and Outcomes Manager
- Assist in creating reports
- Assist with data organization
- Reconciling missing data
- Clean data according to WATCH needs

Requirements:

- 5-10 hours/week (We will determine a work schedule that works best for you based off of your availability)



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5. Accounting Intern

Background: WATCH has four community programs with income from a variety of local sources and a budget of \$900,000. We have a part time bookkeeper who is looking for assistance in managing the organization's finances.

Duties:

- Work closely under the mentorship of WATCH's Executive Director and Bookkeeper
- Prepare deposits & organize and file financial information
- Create and analyze financial reports
- Process bills & prepare bills for payment
- Assist with audit preparation
- Learn about financial management practice in a non-profit setting
- 5 hours/week



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6. 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 time spent in class

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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7. 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

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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8. Remote Job Clinic 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. The Job Clinic intern 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

Requirements:

- 5-10 hours/week
- Ability to speak and write Spanish.