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. Our Spring 2022 will be completely remote as the WATCH offices are not open at this time.

Applying: 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 2022 internship offerings.

Spring 2022 Internships:

1. Community Organizing - Voter Registration & Community Outreach 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

Ability to speak Spanish is a must. 5-10 hours/week

Intern will gain experience in community outreach, door to door canvassing, volunteer mobilization, and project management.

2. Data Management Intern - Housing Clinic

Background: WATCH work is all remote for the time being and we are using a variety of platforms such as Formstack, google sheets, salesforce, etc. to track outreach and client care. An intern or interns are needed to help with projects around data management and communication with landlords/tenants

Duties: Intern will complete specific data management tasks to help support the programs so that we maximize productivity. This could include comparing data and merging across different sheets, entering data in our online database, data management within google sheets, data analysis, etc. Training and supervisory support will be provided.

- filling out the rental assistance online application (from a digital application) and uploading documents to Metro portal- you will have everything you need- just needs to be entered into the online application on metro website
- sending emails to tenants and landlords
- look through past approvals to get a list of who is eligible for ERAP rental assistance recertification
- take data from sheet of who applied for ERAP recently, cross reference with who was approved and put in assistance needed sheet in the completed tab

This is a great opportunity for students that want to experience data management in a non-profit setting and make a difference in the community for those most in need. This person does not need to know Spanish but needs to be able to commit 5 hours a week for the semester.

3. Housing Clinic Intern - Bilingual

Background: This internship will expose students to direct work with low income individuals and families who are struggling to pay for rent, utilities, etc. It will also expose students to the legal processes of housing court in relation to evictions and there will be opportunities to attend court sessions. There will also be opportunities to participate in community organizing on affordable housing issues. You may also participate in our biweekly interagency meeting with representatives from 25 different social service agencies in our community. You will learn how to apply for public housing, rental assistance, fuel assistance, and food stamps. You will teach families on an individual basis how to apply for these programs.

Qualifications & Responsibilities:

- The intern must be fluent in Spanish and English, in both verbal and written forms. It is critical that the intern can write in both English and Spanish with proper spelling and punctuation while having good proofreading skills.
- Promptness, reliability, confidentiality, excellent multitasking and organizational skills
- Excellent communication skills and ability to work with the team
- The ability to work independently
- Must be very detail oriented
- The intern must be very good at multitasking and have excellent organizational skills.
- It is helpful although not required if the intern can work some evenings and weekends.

Duties:

- The intern will be assigned individual cases and must be comfortable calling households, explaining programs, answering questions, and taking applications over the phone. (we are currently remote and do not have plans to return to the office anytime soon).
- The intern will be working under close supervision of the Housing Clinic Supervisor
- The intern must take detailed notes and enter them in an online database.
- The intern may be responsible for some filing, listening to voicemails and writing down messages, copying and scanning.