The Committee for Hispanic Children & Families, Inc.

110 Williams Street, Suite 1802, New York, NY 10038

Mission:
Since 1982, CHCF (The Committee for Hispanic Children and Families, Inc.) has been dedicated to combining education and advocacy to expand opportunities for children and families, and strengthen the voice of the Latino community. Believing that the most effective way to support Latino families is by building upon their existing strengths and fostering self-sufficiency, CHCF provides a number of programs and services to the community through Youth Development programs and an Early Care & Education Institute. Our policy work, grounded in our direct services, amplifies the voice of our communities on the local, state, and national policy levels around issues of child welfare, early care, education, juvenile justice, and the well-being of Latino children. Through our programs and policy work, CHCF is creating a shared prosperity for all Americans.

Internship Placements Available
(In Development, Youth Development & Early Care & Education)

Development Department Internship:
Provide administrative support for two major events: Corporate Breakfast in late January and Gala on March 13, and possibly a smaller event in February. Tasks include:

- Mailings of Save the Dates, letters, invitations
- Assist with gala journal – making follow-up phone calls, maintaining a spreadsheet, preparing invoices
- Assist with raffle and auction coordination
- Make phone calls to corporate sponsors to get their guest lists
- Writing projects may include drafting thank you letters, text for our auction brochure, etc.
- Assist with event logistics – printing materials, packing supplies, nametags, etc.
- Data entry, filing, organizing

Support of other fundraising activities:

- Mailing of appeal letter
- Assistance with grant writing
- Note-taking at meetings and writing of minutes

Necessary skills:

- Excellent writing skills
- Good computer skills – Word, Excel, Google
- Excellent attention to detail
**Youth Development Internship:**
CHCF is compiling a comprehensive list of resources and referrals in a one-stop guide to address the myriad needs that arise while working with children and families, including such topics as housing, immigration, special education, health care and mental health, etc. The college-level intern will first compile all lists and contacts each employee uses already, ensure the contact information is up to date, and organize it by topic area. The intern will then identify where we have gaps in referral resources and conduct research to find appropriate places we can include in the guide to fill those gaps. The intern will be responsible for arranging and designing the list online and in hard copy so all employees will have it to use.

**Early Care & Education Institute Internships:**

*Parent Services Intern*
This intern would assist the Parent Services Team in the Early Care and Education Department at CHCF. The Parent Services team educates and assists families in NYC find quality child care. They consult and educate families, as well as participate in community outreach. This opportunity would be ideal for students with excellent interpersonal skills, ability to multitask and who has customer service capabilities looking to gain nonprofit experience with families and children. Spanish proficiency and computer skills are required.

*Project Management Intern*
This intern would help with the expansion of a new early education contract. The intern would assist with the implementation of a new network of NYS Licensed Child Care Providers. This opportunity would be ideal for an upperclassman looking to gain nonprofit, contract management, administrative, early education experience. The student should have excellent computer, interpersonal and organizational skills. Spanish proficiency desired.

*Research Intern*
This intern will assist our Evaluation and Curriculum Manager within our Early Care and Education Department. The intern would collaborate with the design of survey questionnaires, data collection and data management for evaluation research purposes. This intern will also collaborate in the compilation of research findings and statistics on early childhood development and education and on Latino immigrant population. This opportunity would be ideal for an upperclassman looking to gain evaluation research and data management experience. This student should have excellent computer, administrative, analytical, and critical thinking skills. Spanish proficiency desired.
**STUDENTS INTERESTED IN APPLYING FOR AN INTERNSHIP WITH CHCF ARE ASKED TO SUBMIT A RESUME ALONG WITH A COVER LETTER OUTLINING EDUCATION INTERESTS, START AND END DATES, HOURS AVAILABLE, REASON FOR APPLYING, AND THE DESIRED INTERNSHIP. PLEASE E-MAIL THE DOCUMENTS TO THE ATTENTION OF:**

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