



Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

POSITION DESCRIPTION

TITLE: Summer Project Coordinator Intern

JOB CATEGORY: Non-Exempt

STATUS: Part-Time, 15 hours per week (including some weekend hours)

SUPERVISOR: Program Director, Legal Services

REGION/UNIT: Midwest Region

LOCATION: Des Moines, Iowa

DATE APPROVED: May, 2016

SUMMARY OF PRINCIPAL RESPONSIBILITIES

We are seeking a coordinator to organize summer clinics for immigrant youth who are applying for DACA (Deferred Action for Childhood Arrivals) status.

DACA Clinics

Clinics are held on a regular basis to assist DACA youth in renewing their DACA status, as there are a large number of DACA youth who only have a limited amount of time to do so. Legal advisers and volunteers assist applicants in preparing their applications to be filed with USCIS.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: The key responsibilities of the Summer Project Coordinator Intern include the following:

1. Recruit clinic volunteers
2. Secure venues for the clinics to take place
3. Prepare supplies
4. Use varied outreach to include email, telephone, and postal service
5. Other necessary tasks as assigned by the Legal Services director

MINIMUM QUALIFICATIONS

OTHER REQUIRED SKILLS AND ABILITIES:

1. Strong organizing skills.
2. Ability to work some weekend hours.
3. Passion for supporting the human rights of undocumented youth.
4. Effective communicating skills.
5. Engaging with diverse populations.
6. Demonstrated leadership skills.
7. Documentation and basic computer skills .
8. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
9. Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

TO APPLY:

Send:

- Your resume
- Brief letter outlining your skills for this position and why this position is of interest to you.

Send to Jody Mashek, jmashek@afsc.org The deadline to receive applications is: 5:00 pm on Thursday, June 9, 2016

COMPENSATION: \$15.00 per hour – Non-Exempt – June 20 through September 15, 2016.

There are no medical, dental, or life insurance benefits, short-term or long-term insurance benefits with this position. AFSC does participate in unemployment, worker's compensation, and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is not represented.

The American Friends Service Committee is a smoke-free workplace.
