

University of African-American Studies Internship Student Intern Write-up & Description



FACILITY - The Afrocentric Communitiversity, LLC

The Afrocentric Communitiversity, LLC is an African-centered consulting company for nonprofits, grassroots organizations and Community Builders.

Our goal is to transform the way the community “does” organization work. The Communitiversity strives to redefine the relationship between community institutions, community engagement, and academia. Although located in Fort Worth, TX we have served many community institutions in Texas and primarily Houston. Our current portfolio consists of Birth Workers, schools, social justice organizations, community centers and social entrepreneurs.

The Student Intern will assist the Communitiversity with long-term consulting projects, external communications, research and database management. As an integral part of the growth & development of the company, the intern will enhance their skills in project management, relationship building, community engagement & research. Due to COVID-19, a significant portion of the internship will be virtual.

Position Title - Student Intern

PRIMARY RESPONSIBILITIES

- Monthly newsletter creation
- Attending virtual community engagement events on behalf of the company
- Monitoring, scheduling and creating social media content
- Create monthly data reports of the company’s accomplishment towards yearly objectives
- Transcribing interviews and focus group notes
- Updating company’s grant database
- Crafting strategic messaging around social justice & community issues
- Update & facilitate guest writers for company’s blog

- Assist with preparation & delivery of meeting, workshop, & webinar materials
- Assist with research for company projects & presentations
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of community engagement tactics
- Understanding of practical application of African-American Studies degree, courses & intellectual paradigms
- Interests include nonprofit management, organizational development, community engagement // development or other closely related field
- Daily access to a laptop or computer
- Available a minimum of four - six hours per week/two days per week
- Proficiency in Google Drive & G-Suite, Facebook, Instagram and Zoom
- Excellent email and written communication skills
- Great problem-solver, communicator, researcher, has keen attention to detail and customer service skills
- Understands the significance of confidentiality
- Enjoys fast-paced work
- Has an entrepreneurial spirit and can work without supervision

Application Process

- Submit cover letter, resume (2 pages max), and writing sample to afrocommuniversity@gmail.com. Email subject should read "INTERNSHIP APPLICATION"
- Candidate will be contacted via email for an interview with the company & potential companies the intern will complete projects for