



# Cross-Border Network for Justice & Solidarity

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## **Request for Interns for the 2015-2016 Academic Year**

**Position: Part time, Unpaid**

**Time Frame: 9/1/15-5/15/16 (or by semester)**

### **About CBN:**

Economic globalization, driven by unaccountable transnational corporations and an ethic of competition, is driving down living standards of workers around the world, despoiling communities, and weakening institutions which foster democracy and protect human rights. *The Cross-Border Network for Justice and Solidarity* believes that an alternative to this type of globalization must be created by building international bridges of solidarity and mutual aid between workers and communities of working people. We educate and organize for social and economic justice by connecting workers and communities across borders and who cross borders.

### **Description:**

Kansas City based nonprofit, the Cross Border Network for Justice and Solidarity, is seeking motivated and internationally focused interns. We are looking for students who have a passion to make a global impact. We have four available positions with different focal areas: program, research, communication, and accounting and data. Each position will have different responsibilities, but all will provide hands-on experience in how to run and build a nonprofit organization. A candidate's passion and drive is more important than his or her experience. We welcome the help an intern will bring but also aim at developing future community organizers and leaders.

All interns will report to CBN Coordinator, Melissa Stiehler, and CBN's Board of Directors. Interns will be able to work from home whenever possible and choose their hours, but must be in clear and regular communication, including in person meetings, with the Coordinator and attend monthly member meetings. CBN values diversity, equal opportunity and empowerment. We encourage people from all backgrounds, especially marginalized communities, to apply. Spanish proficiency preferred but not required.

*"Fighting for workers across borders and who cross borders!"*

### **Program Internship:**

#### Responsibilities:

Coordinating a variety of different community education, empowerment, fundraising and call to action events. This includes developing relationships with other like-minded organizations to work in coalition. This position comes with a great deal of creative liberty, but the Coordinator and Board of Directors will approve and oversee each event. Interns will have the opportunity to develop their skills in public speaking, fundraising, and community education. Chosen candidate will also work with Coordinator in volunteer recruitment and management.

#### Ideal Qualifications of Intern:

- Strong leadership skills
- Excellent oral and written communication skills
- Able to be efficient while working independently as well as in coalitions
- Passionate and eager to make an impact
- Interested in global solidarity, worker and migrant issues, and US foreign policy

### **Research Internship:**

#### Responsibilities:

This position will support the program and communications of the Cross Border Network. The intern will research supply chains and corporate sourcing for campaigns, US and international policy initiatives with impact on Mexico and Central America, including the International Monetary Fund, trade agreements, immigration policy and reform proposals and social movements. This Intern will be responsible for writing reports and articles and collaborating with program and communication interns. The intern will have the opportunity to work within an international coalition in researching its campaigns and drafting communications aimed at elected officials. If publishable reports and articles are produced, CBN will advise and aid in publication.

#### Ideal Qualifications of Intern:

- Excellent research skills with experience in academic or professional report writing
- Excellent written and oral communication skills
- A passion for reporting results of research
- Strong analytic skills
- A desire to better understand the global political economy

## **Communications Internship:**

### Responsibilities:

This position will largely focus on CBN external communications, such as social media, website/blog, letter writing, emails with members, and the expansion of our online presence. Intern will be trained in clear and persuasive language. This will also include graphics and some basic design work for both online and print publications. This position will also have the opportunity to develop skills in written fundraising and membership reports.

### Ideal Qualifications of Intern:

- Excellent written communication skills with a focus on outreach and impact
- Creative, passionate, and community focused
- Familiar with different forms of design technology, such as online tools and Photoshop
- Understanding of social media and ability to grow our online reach
- Comfortable with fundraising (experience not required)

## **Accounting and Data Internship:**

### Responsibilities:

Enter donations and other income and expenses into QuickBooks. Intern will be trained and responsible for volunteer and donor base management and sending of tax deduction receipts. The intern will be trained in reconciling accounts and recording payroll. Intern will have some supervised creative liberty on different methods of data analysis, donation efficiency, and volunteer and donor information organization and will have the opportunity to be trained and participate in grant proposals and research.

### Ideal Qualifications of Intern:

- Must be accounting major or related field who is interested in nonprofits
- Computer proficiency, including Word, Excel, QuickBooks experience preferred
- Quick learner with analytical mind
- Excellent written communication skill
- Strong sense of ethics and commitment to correct completion of tasks