



Con Mi MADRE
Mothers And Daughters Raising Expectations



INTERNSHIP OPPORTUNITY

POSITION

Con Mi MADRE, Mothers And Daughters Raising Expectations (CMM) – *Internal Operations Intern*

QUALIFICATIONS

Motivated, organized student who seeks experience at a direct services non-profit organization supporting young Latinas aspiring to complete their education via a unique social/emotional learning curriculum. Ideal candidates are college students or outstanding high school seniors who are interested in business, human resources, nonprofit management, or social work who will commit at least 5 hours a week based on their schedule and the needs of the organization. Office hours are Monday –Friday 9:00 a.m. to 5:00 p.m. Location: 4175 Freidrich Lane, Suite 200, Austin, Texas 78744.

DESCRIPTION OF DUTIES

Assist the Con Mi MADRE Leadership Team as needed. Main responsibilities will be supporting work in Finance, Operations, HR and Fundraising. Duties include:

- Administrative duties including: answering phones, opening mail, filing, scanning, depositing checks, making copies and uploading docs with sensitivity to confidential matters as required
- Reconciling and entering data for financial items, Human Resource files, and donor information, including verification of staff monthly mileage requests and check disbursements
- Donor stewardship work including writing/sending thank you notes
- Cleanup and organization of current and historical data files
- Route phone, mail and email communication to appropriate team members
- Communicate with operational vendors as needed
- Help prepare for fundraising events, board meetings, and other events as needed

PAY

There is an opportunity to earn up to a \$600 stipend and outstanding recommendations with a minimum of hours worked and consistent performance.

BENEFITS

Exposure to the workings and operations of a million dollar non-profit organization. Opportunity to build professionalism, time and project management skills, and a strong operations skill set. Interns will learn to interact and work with all levels of department staff and begin to build a network of various professionals.

TO APPLY

If interested, please submit your resume with a brief but explanatory cover letter to Interim Executive Director, Dr. Beverly Hamilton at beverly@conmimadre.org for review and consideration.

PROCESS

After resume and cover letter has been submitted and reviewed, and if selected, the intern will be notified via email or phone for an interview.

ABOUT

Con Mi MADRE is a 501(c)(3) two generation non-profit that empowers young Latinas and their mothers through educational and support services that increase preparedness, participation, and success in post-secondary education. Con Mi MADRE currently serves 720 mother-daughter teams in 26 middle and high schools in the Austin area. The majority of the families are low-income (65%), and 80% of the girls will be first-generation college graduates. Con Mi MADRE is poised to continue to grow and positively impact young Latina students across Central Texas.

Con Mi MADRE is unique in that it focuses on strengthening the mother-daughter bond while providing support and educational opportunities for both daughters and mothers. Our continuum programming allows participants to decide which projects and services meet their needs. Services for girls are age and grade appropriate and topics address the social, mental and academic barriers that prevent them from attaining their educational dreams. Services for parents work to create a family culture that values education, embraces a college degree as an achievable dream for their daughters, and supports parents in raising a young Latina. All services, activities, and materials offered by Con Mi MADRE are bilingual and presented in a culturally competent manner, honoring our heritage.