



Community Care Intern

About JUNTOS

JUNTOS is a community-led, Latine, immigrant organization in South Philadelphia fighting for our human rights as workers, parents, youth, and immigrants. We believe that every human being has the right to a quality education and the freedom to live with dignity regardless of immigration status.

JUNTOS combines leadership development, community organizing, and focused collaborations with other community-based and advocacy organizations to build the power of our community members so *they* may be active agents of change and work against their own oppression.

Community Care Intern | Position Description

JUNTOS is currently seeking a Community Care Intern to support our case work and contribute to the operation of our mutual aid and resource work. Under the supervision of the Community Care Team, the Community Care Intern will be responsible for supporting community outreach and mutual aid events, supporting casework follow-up, connecting with legal and medical partners for referrals, and developing materials and informational documents on local resources as part of our resource guide. The successful candidate will also support the overall programming and administrative needs of the organization's community care branch.

A qualified applicant will have a familiarity and/or interest with existing resources and organizations supporting immigrant communities, experience interacting with vulnerable communities, and a strong desire to support Philly's Spanish-speaking immigrant community members on a one on one basis. Additionally, the ideal applicant will have strong communication and organizational skills that support our on-going case work and a level of sensitivity to support individuals in crisis. This position will be primarily in person.

Primary Responsibilities

- Assist the Community Care Team with organizing mutual aid events
- Translate documents from English to Spanish to make them accessible to community members— translations and interpretations must be on a simple language level to be understood by everyone in our community
- Check office voicemail and email to keep the case log updated
- Support the Case Organizer with case intake and follow-up
- Research organizations and lawyers that could serve as resources for the community, including asking details of the services provided for meaningful referrals

Secondary Responsibilities

- Interpreting for community members as needed and using simpler Spanish language

Position Requirements

- Fluent in Spanish and Bilingual in Spanish and English, reading and writing with translation and interpretation ability— experience with simultaneous interpretation a plus

- Must be able to communicate in a manner that is accessible to all levels of Spanish-speakers
- Experience working with vulnerable populations
- Ability to engage communities from diverse ethnic and class backgrounds in a welcoming manner
- Strong computer skills; proficient in Microsoft Office and Google Suite
- Commitment to racial equity, social justice, and immigrant rights
- Strong local ties and familiarity with Philadelphia is a plus

If interested in applying, please fill out our external application at
<http://tinyurl.com/juntos-summer>

Applications close on March 29th, 2024 at 12pm EST. No phone calls please.