

## Summer Internship Opportunities:

1. **LA Youth at Work** is recruiting High School juniors and seniors for paid summer internships with Metro or in Health Care.

**\*The students must register to attend 3 sessions. The first session is the Job Skills Workshop at USC on Saturday, March 4<sup>th</sup> from 9am-12pm.**

- Students must also be 16 years old and eligible to work in the US.
- **Internship dates/times are:** June 14-August 11th from 8am-5pm

2. **Girls Who Code [Summer Immersion Program](#)** (SIP) is a free, 7 week summer program for current 10th and 11th grade girls to learn computer science. The application is due on March 17th and is fairly easy. Student don't need any prior computer science experience. Priority is given to diverse students who qualify for Free and Reduced Lunch.

2. **The American Red Cross** has a summer internship designed to provide students the opportunity to gain leadership, communication, and practical skills in a professional setting and in their areas of interest, while serving their communities. The program gives the American Red Cross the ability to better fulfill its mission and services to the community by benefiting from the skills and dedication of a committed group of student interns. Their [online application](#) is due by April 10<sup>th</sup>.

**Dates/Length:** June 12<sup>th</sup> – August 11th

**Location:** Interns can work in any of the Los Angeles Region chapter or blood services offices\* including Arcadia, Canoga Park, Long Beach, Pasadena, Pomona, and West LA. \*Dependent on supervisor location.

**School credit and service hours:** All internships through the program are unpaid; however, academic credit can be given if applicable to an intern's situation. Students can also fulfill community service requirements through their participation in the program. The program will be facilitated by Youth and Young Adult Services (YAYA), part of the Community and Volunteer Engagement Department.

**Application Due by April 10<sup>th</sup>**

### RED CROSS INTERNSHIP POSITIONS AVAILABLE:

#### **Biomedical Services Department:**

##### **Blood Services Volunteer Coordinator Intern (Multiple Positions Available)- Long Beach, Pomona, Woodland Hills:**

Interns will be helping with scheduling, training, and other administrative duties. Key responsibilities will include but are not limited to: assisting with scheduling volunteers, checking for schedule openings, learning about the Blood Donor Ambassador position, learning how to conduct trainings, managing volunteer attendance, filling in at a blood drive when needed, and helping in recruitment efforts to grow the volunteer program.

#### **Communications & Social Media Department:**

**Communications & Social Media Generalist (Multiple Positions Available)- West LA:** Interns can expect to participate in communications operations under the supervisor of the Communications Manager & Director of Communications adding work experience to their portfolio in media relations, social media, writing and marketing. Interns will also develop creative materials for marketing and social media content.

#### **Community Outreach Department:**

**Community Outreach Intern (Multiple Positions Available) Glendale and West LA:** Interns will manage and attend community outreach events in underserved LA communities. They will learn how to talk about disaster preparedness with community members and how to obtain anecdotes to learn more about what barriers members face. Their final project will consist of creating a presentation based on photographic evidence and in-depth interviews with community members. \*Please note: Interns required to have reliable transportation to travel throughout LA.

**Disaster Cycle Services Department:**

**Disaster Cycle Services Intern (Multiple Positions Available) Arcadia, Long Beach, Canoga Park:** The Disaster Services interns will assist in the programming for every phase of the disaster cycle (preparedness, response, and recovery). The interns will learn how to supervise and work alongside volunteers, care for victims of disasters, and provide resources for clients to aid in their recovery. Please note that availability requirement also requires evenings and weekends.

**Executive Office Department:**

**Executive Office Intern-West LA/Pasadena:** Intern will provide administrative support to the Executive office by becoming a volunteer partner for the CEO's Executive Assistant. Responsibilities include but not limited to creating PowerPoint templates for meetings, monthly expense reconciliation, and filing. Trainings will be provided as needed to succeed in the position. Intern must be comfortable with working with Microsoft Office.

**Financial Development Department:**

**Financial Development Intern (Multiple Positions Available) – West LA, Long Beach, Pasadena:** Interns will develop professional knowledge, skills, and abilities regarding the financial development department to assist with developing and implementing the new fiscal year fundraising strategy. All training will be provided on the job as needed.

**International Services**

**International Services Intern-West LA:** The International Services Intern will assist the department across many different programs and must be a quick learner who can adapt to new projects. Help coordinate the Refugee Welcome Project, assist with special events planning (documentary screenings, special guest speakers, manage RSVP's, etc.)

**Restoring Family Links Outreach Intern-West LA:** This internship will provide volunteer capacity building and outreach/awareness of the Restoring Family Links Program, working with refugees, Holocaust Survivors, and disconnected families. Interns will be responsible for creative recruitment strategies for volunteers in the different territories of the region, and concurrent outreach efforts as part of a team.

**Services to the Armed Forces**

**Services to the Armed Forces Intern (Multiple Positions Available) West LA:** Interns will support the new program at the West LA Veteran's Association, providing administrative support, event support/coordination, volunteer recruitment, and logistic (material) coordination in working with Veterans.

**Volunteer Services Department:**

**Volunteer Services Intern-West LA:** The Volunteer Services Interns will provide support to the overall planning, coordination, and management of projects within Volunteer Services and the volunteer management system, Volunteer Connection. VS Intern will learn the Volunteer Engagement Cycle and support departments in developing volunteer positions, recruitment, and improving the volunteer onboarding process

**Youth and Young Adult Services Intern (Multiple Positions Available) -West LA, Long Beach:** Interns will manage volunteer intake for youth under 18 and update records in the Red Cross database (Volunteer Connection). Interns will help support the planning and implementation of the annual high school Leadership Development Camp, and will support youth events and meetings throughout the region.

More information can be found here:

[https://volunteerconnection.redcross.org/?nd=vms\\_public\\_form&form\\_id=954](https://volunteerconnection.redcross.org/?nd=vms_public_form&form_id=954)