



## Outreach & Education Intern

**SAJE's** mission is to build community power and leadership for economic justice.

Since 1996 SAJE has been a force for economic justice in our community focusing on tenant rights, healthy housing, and equitable development.

**SAJE** has taken many notorious slumlords to court, has established a land trust, and helped implement innovative popular education programs. We run a regular tenant clinic, help connect local residents to jobs, and fight for community benefits regarding future development through private agreements and public policies.

We believe that the fate of city neighborhoods should be decided by those who dwell there, and we convene with other organizations to ensure this occurs in a manner that is fair, replicable, and sustainable.

### **SAJE** is seeking dynamic **Outreach & Education (O&E) Team, Interns**

Reporting directly to the Assistant Director of O&E, the **Outreach & Education Team Interns** will be responsible for assisting the Outreach & Education team with support on all outreach initiatives by supporting campaign deliverables, supporting tenant engagement, and with other events that SAJE participates in.

The individual will also support the Outreach & Education team in organizing strategies and providing their skills and knowledge to provide support in campaign plans and outreach efforts of the campaigns.

We are looking for an individual eager to help further SAJE's mission and to learn or enhance research and analytical skills that may later be applied toward other social- and economic justice goals.

### **Important Skills & Interests for all SAJE Internships:**

- Passionate about Housing and Tenant Rights Justice
- Familiar with South LA
- Independent/Takes Initiative
- Eager to learn

### **Responsibilities:**

- Help develop materials for educational outreach, phone banking, and the self-help desk.
- Help develop social media content to promote resources, workshops/webinars, and events.
- Support with phone banking, in-person educational material(s) drop-offs, flyering, and other outreach activities.
- Support with workshops, help desk, and focus group as needed and based on availability.

### **REQUIRED QUALIFICATIONS:**

- Minimum 4 month commitment
- Available for 10 hours/week
- General Knowledge of Microsoft Word, Excel, and PowerPoint
- Enthusiasm and dedication to teamwork.
- Ability to work independently with little supervision.

- Verbal and written communication skills.
- Ability to organize and prioritize work.
- Organized and detail oriented; able to maintain records
- Interpersonal and friendly

**PREFERRED QUALIFICATIONS:**

- Bilingual (English and Spanish)

Students are encouraged to apply for credit. Internship is unpaid.

**Preferred Hours:**

Hours can be negotiated/scheduled depending on location of canvassing activities/ need of supervisor/ meeting times.

SAJE's office hours are 10-6

Monday-Friday

**To apply:**

Please contact Dagan Bayliss (he/him) at [dbayliss@saje.net](mailto:dbayliss@saje.net) and fill out google doc [tinyurl.com/sajevolunteer](https://tinyurl.com/sajevolunteer)

***NOTE: All interns must provide proof of full vaccination against COVID-19.***