East Bay Community Builders
2016-2017 Internship Descriptions
Email communitybuilders@berkeley.edu for more information

EBCB positions (Full descriptions are below):

1. ACCE
2. API Equality - Northern California
3. Building Opportunities for Self-Sufficiency (BOSS)
4. Causa Justa :: Just Cause
5. Essie Justice Group (2 positions)
6. UC Gil Tract Community Farm
Position Title: Communications Intern

Agency Description:
The Alliance of Californians for Community Empowerment, also known as ACCE, is a state-wide membership based organization dedicated to raising the voices of everyday Californians, neighborhood by neighborhood, to fight corporate power, systematic racism and the economic and ethnic cleansing of our communities through profit-driven practices. Fueled by modest membership dues and a vast network of volunteers across the state, The Alliance of Californians for Community Empowerment creates transformative change by organizing ordinary citizens to take action on issues such as transit justice, home foreclosures, workers rights and the state budget crisis. ACCE is advancing the mission of organizing and empowering low-income communities to actively engage in the civic process, impact policy, and bring needed changes to their communities and lives.

Address: 2501 International Blvd Oakland, CA 94601

Public Transportation lines: 1, 1R, 40, 62

Intern Schedule:
Flexible - 6-10 hours a week, varying on the interns schedule and ours

Qualifications:
We’re looking for a self-motivated, creative and media and digital savvy Communications Intern to take our Oakland Chapter communications by the horns and build an online movement of ready to fight gentrification, the big banks and corporate power in Oakland!

Potential Learning:
Honestly, this position is flexible. Our intern this past year has learned everything from our social media campaigns to how to recruit members and organize actions. We are flexible in teaching what the interns desire to learn!

Intern Duties

• **Duty #1**: Attending/Planning Community Events - Weekly we are having community meetings, direct actions or are at city hall. The intern would be asked to attend these as needed to post on them through our communications and build a strategy to advance them online.

• **Duty #2**: Communications and social media support - includes posting on social media, creating flyers, helping write press releases, making press calls, etc.
• **Duty #3**: Leadership Development - The intern would work with leaders to have them help advance our social media strategy. This could mean training leaders on how to use social media, thinking through campaign strategies, etc.

• **Duty #4**: Policy Research - Our current intern does very little research but more research capacity support is always helpful! Would include researching current or proposed policies to advance our campaigns on anti-displacement, transit, etc.
**API Equality - Northern California**

**Position Title:** API Equality - Northern California Intern

**Agency Description:**
Dragon Fruit Project: The Dragon Fruit Project is an intergenerational oral history project that explores queer Asian Pacific Islanders and their experiences with love and activism in the 1960s, 70s, 80s, and 90s. Dragon Fruit represents our efforts around cultural preservation, knowledge production, and dissemination. By uplifting our queer API community histories, we’re breaking through the silence that is a byproduct of systematic and institutionalized oppression. The Dragon Fruit Project works to engage people at all levels, at all ages. Dragon Fruit volunteers have the opportunity to engage in intergenerational dialogue, document stories, and work creatively to disseminate the material. Program activities include transcribing audio recordings, interviewing LGBTQ API community members, being interviewed, cataloging transcriptions, managing dissemination of histories, and outreach to campuses, classrooms, groups and public events.

**Leadership Development:** In 2015, API Equality - Northern California piloted the Asian Pacific Islander Queer Justice Leadership Exchange (APIQJLEX). We brought together leaders, interns, and fellows for a five week-long series of workshops that were grounded in the stories of queer and trans API community organizers and activists. An upcoming component of LEX is expanding the program to audiences of different age groups and political engagement, in order to mobilize people to build leadership in the LGBTQ API community. Another aspect of our leadership development is our summer internship. During this internship, API Equality - Northern California's interns receive in depth trainings on a broad variety of topics, and employ dynamic approaches for intersectional and multi-issue based organizing. Summer interns also contribute in a significant way to the LGBTQ API community by completing a comprehensive personal project and providing substantial leadership for the organization.

**Address:** 17 Walter U Lum Place San Francisco, CA 94108

**Public Transportation lines:** Montgomery Bart Station

**Intern Schedule:**
Required 6 hrs/week in office, 2 hr/s week remotely - 3 hrs/day, 2 days a week - 6 hrs/day, 1 day a week Flexible with working remotely, in accordance with intern's access needs, with notice in advance Intern would work primarily on Dragon Fruit Project - Cataloging, transcribing, editing, disseminating oral histories - Cataloging and disseminating archival material - Coordinate recording days in collaboration with Storycorps SF - Assist in development and presentation of Dragon Fruit Project curriculum related to API Queer Justice Leadership Exchange - Outreach to community organizations, campuses, classrooms, groups and public events

**Qualifications:**
Highly organized, resourceful, and self-motivated, excels at relationship building, and thrives in a small team environment. Experience in organizing around social justice issues and oral fluency and written proficiency in an API language are plusses but not requirements.
Potential Learning:
Conflict Resolution, Grassroots fundraising, 1-1 Relationship and Base Building

Intern Duties

- **Duty #1:** Dragon Fruit Project - Transcribing, editing, coding recorded interviews - Disseminating oral history and archival materials for Dragon Fruit Project website - Creating narrative content for Dragon Fruit Project website - Supporting Dragon Fruit Project initiatives (e.g. walking tour, media production)

- **Duty #2:** Attending/Planning Community Events - Team APIENC - Assisting in project management and event coordination related to leadership development, Dragon Fruit Project, fundraising - Event Outreach - Social Media and Communications - Event Volunteer and Attendee

- **Duty #3:** Leadership Development - Leadership Development Trainings - Staff will supervise weekly check-ins with intern - Staff will provide biweekly community organizing trainings with intern

- **Duty #4:** Research - Research pertaining to LGBTQ API community issues (e.g. transjustice, in-language resources, student outreach)
**B.O.S.S.**

**Position Title:** Social Justice Intern

**Agency Description:**
The intern will primarily be working with BOSS's Community Organizing Team (COT).

**Address:** 1918 University Ave, Suite 2A Berkeley, CA 94704

**Public Transportation lines:** 52, 51B, 25A, 25B, 88

**Intern Schedule:**
Time to be discussed but normally no more than 6-8 hours weekly. Attending weekly meetings: taking notes, preparing agenda, research; possible lead on COT newsletter, and assist supervisor with weekly social justice classes at one of our program sites.

**Qualifications:**
Passion for social justice, and the struggle for social, criminal, and economic justice; Confidence and composure in a diverse and lively team setting; Good communication skills (oral/written); Knowledge of social media and internet research; Desire/willingness to learn from new people and new experiences.

**Potential Learning:**
Deep understanding of the many interwoven root causes of poverty and homelessness, and what it takes to design and implement solutions; Personal enrichment from meeting people from all walks of life, including individuals overcoming serious trauma and challenges; Ability to work well in a team that has diverse abilities and work-styles; Ability to communicate your views and be convincing with data to support those views

**Intern Duties**

- **Duty #1:** Policy Research - Keep team/organization up-to-date on local, state, and nationwide policy, measures, laws that the homeless and poor are directly/in-directly impacted.
- **Duty #2:** Leadership Development - Ensuring that intern is put in a position of taking a lead role/responsibility for a task/assignment.
- **Duty #3:** Attending/Planning Community Events - Supervisor and intern along with COT members will be on an ongoing basis be attending social justice type events in and around Alameda County.
**Causa Justa :: Just Cause**

**Position Title:** Immigrant Rights & Anti-Displacement

**Agency Description:**
The purpose of the Immigrant Rights Campaign at CJJC is to build grassroots community participation and left movement leadership in challenging deportation and criminalization programs, as well as other displacement factors such as gentrification, and to build social welfare for low-income immigrant communities.

**Address:** 3268 San Pablo Oakland, CA 94608

**Public Transportation lines:** #72 & 88

**Intern Schedule:**
Flexible schedule, but primarily weekdays, 10am-6pm and some evenings and weekends

**Qualifications:**
Bilingual in Spanish & English (strongly preferred but not necessary) Consistent and accountable Commitment to racial, economic and gender justice Comfortable talking to people in person and over the phone, and using computers

**Potential Learning:**
Learn about our transformative organizing and human development model, which prioritizes building leadership from most impacted communities Learn about and support a multiracial, community-based membership organization prioritizing Black/Brown unity whose work is based in a left framework of social transformation. Deepen understanding of gentrification and displacement in Oakland and San Francisco, the role of the city and state in current conditions, and strategies for grassroots resistance. How to build community members? engagement, participation and leadership in a social justice organization The relationship of political education and infrastructure building in grassroots organizing

**Intern Duties**

- **Duty #1:** Support campaign work organizing against Pep-Com and other local enforcement and ICE collaboration programs. Could include: researching and supporting policy change efforts; participating in strategy sessions, organizational retreats and events and coalition meetings; developing and implementing curriculum; creating materials and doing social media communications to advance campaign work.

- **Duty #2:** Leadership Development - Recruit, support, and develop community members to bring their participation and leadership our fight for immigrant justice and Black/Brown
unity work. Could include: outreach, turnout and logistics for member meetings, actions, rallies, and events; creation of political education materials; facilitation for trainings and meetings.
Essie Justice Group

**Position Title:** Intern

**Agency Description:**
Essie Justice Group (ESSIE) is a new non-profit founded in May of 2014. Our mission is to harness the collective power of women with incarcerated loved ones to end mass incarceration and empower women. We envision a society in which people of all genders are free.

Over the next few years, we are building a large, bold, and effective policy advocacy network of directly impacted women who have incarcerated loved ones in four California counties to catalyze systemic change and add value to existing criminal justice reform strategies nationally. Our proposed network will provide a blueprint for national scale, missing data on the impact of mass incarceration on women and gender equality, and serve 1,000 low-income women, children, and incarcerated people resulting in a 10x increase in the size of financial and socio-emotional support systems for women. Moreover, through gender justice consciousness raising within highly impacted communities and investing in the leadership of women with incarcerated loved ones, we will advance criminal justice system reform as a priority issue in women’s rights spaces.

**Address:** 300 Frank H. Ogawa Plaza, Suite 420, Oakland, CA

**Public Transportation lines:** 12th St. BART

**Intern Schedule:**
Flexible - 6 - 10 hours a week; we’ve found it best when the intern can come in twice a week for 3 - 4 hour blocks

**Qualifications:**
Essie Justice Group seeks a highly motivated and excellence-oriented student intern with an interest in advancing gender equity and criminal justice reform to support our work of program development, community organizing, and organizational development. The ideal intern will be personable, a strong communicator, detail oriented, and committed to anti-mass incarceration, racial justice, and gender justice causes.

**Potential Learning:**
The position will include outreach to women with incarcerated loved ones and incarcerated people, supporting the launch of our Bay Area Flagship network, and other organizational development and thought leadership activities as they arise. Students who are particularly interested in being a part of a start-up organization and excited by movement work with an intersectional, woman-centered frame should apply.
Intern Duties

- **Duty #1:** Outreach & Correspondence Response - We receive many inquiries from incarcerated people and women with loved ones behind bars. We also communicate with frequency to our growing network of women advocates. Our intern will participate in outreach and response to our constituents.

- **Duty #2:** Program Support - We will be launching our Bay Area Flagship network of groups of women with incarcerated loved ones and our intern will help with the coordination of the 10 groups throughout the Bay Area, our training for facilitators, curriculum development, in metrics/evaluation collection, and other related duties to supporting the network.

- **Duty #3:** Infrastructure Support - As an organization with only three full time staff members, all of us participate in administrative tasks.

- **Duty #4:** TBD - Based on our intern’s interests, we have opportunities to be involved the many other asks of building an organization from the ground up. This includes writing/researching the harm mass incarceration causes women, developing a companion curriculum for children, drafting press releases/managing social media/graphic design, researching models of growth/expansion, sourcing partnerships for support services, etc.
**UC Gill Tract Community Farm**

**Position Title:** Community Outreach & Food Justice Intern

**Agency Description:**
The Community Outreach and Food Justice intern would work to increase awareness of the UCGTCF programs in the community, strengthen existing partnerships, and build new strategic partnerships with the local neighborhood and the food justice community across the East Bay. At different points in the year, depending on seasonal needs and the intern's skills, this position would involve distributing produce to partner organizations, contacting schools and programs for educational opportunities, coordinating door-to-door neighborhood outreach, maintaining and building relationships with translators and interpreters, and contributing to regular social media outreach and engagement. An intake evaluation with the intern would determine the student's skills and interests in order to identify the primary responsibilities and deliverables for the year. ...

**Address:** Marin Ave & San Pablo Ave Albany, CA 94706

**Public Transportation lines:** AC 18, 52, 72

**Intern Schedule:**
The Intern would be required to attend approximately 1-2 hours of meetings a week: 1 with the outreach working group, and 1 with the supervisor. The Intern would also spend 3-4 hours a week directly working on the farm and interacting with community members. The remaining 2-4 hours would be flexible, and would be applied to semester-long projects improving our partnerships in the community.

**Qualifications:**
- Mandarin and/or Spanish language skills preferred
- Experience with farming/gardening or food distribution preferred
- Strong organization and independent work skills required
- Demonstrated commitment to working with low-income and communities of color required

**Potential Learning:**
- Project management and events organizing
- Collaborative decision-making processes
- Communicating to diverse community members and collaboration across different sectors of social justice organizing

**Intern Duties**

- **Duty #1:** Leadership Development
  - Attending meetings with other students and community members and developing facilitation skills; developing leadership skills in outreach, communication, peer education; networking with other food justice organizations, project management skills on semester-long projects
• **Duty #2:** Urban Agricultural skills; hands-on farm skills training, as well as training in the nuances of managing a volunteer-run community organization.

• **Duty #3:** Training and direct experience in the different sectors of the food movement, including hands-on involvement in several different types of food distribution for food insecure population, and readings and workshops that provide adequate background knowledge about the connection between food justice and other movements for social justice.

• **Duty #4:** Attending/Planning Community Events - These events include "harvest days" where interns are able to take on leadership roles to teach others skills in farming, and provide education on the food system. These events foster skills in collaborative project management.