

CWSGR Internship

Organization name: PACE Center for Girls

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Best time to call: MTWR 11am-3pm

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Brief description/mission: The PACE Center for Girls Internship Program offers a small group of outstanding students the opportunity to acquire direct exposure to non-profit management.

Mission Statement: PACE provides girls and young women an opportunity for a better future through education, counseling, training, and advocacy.

Number of Hours/Credits: 120 -300 hours, 1-3 credits

Schedule Requirements: Students must work a minimum of 10 hours/week, but can work more. Students may request only 1 credit of internship despite working 135 hours or more per semester.

Prerequisites/Qualifications: The only qualifications required for our internship are knowledge about and interest in the issues our organization deals with; a good attitude and professional demeanor; and willingness to work and learn.

What activities will the intern take part in, and how do they relate to Women's/Gender studies?

All interns will gain direct experience in non-profit management of a center dedicated to supporting and valuing all girls. Some positions will primarily work with the girls directly (Teacher's Assistant, Social Service), while other positions provide administrative and organizational support to the center as a whole (Office, Development, Marketing, Executive, Volunteer/Outreach).

Some potential tasks and responsibilities include:

- Creating flyers and marketing materials for special events
- Planning and organizing activities
- Representing PACE in the community
- Developing workshops
- Assisting with the intake process for potential students
- Communicating with parents, students, staff, and community partners
- Tutoring and mentoring the girls
- Drafting proposals and reports
- Maintaining files and materials

PACE aims to create a gender-responsive environment to help girls succeed, and all interns have a part in this mission.