



POSITION ANNOUNCEMENT

Summer Intern

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks undergraduate students attending college in New Jersey to work as Summer Interns. The Summer Interns will support the Managing Director of the Early Childhood Development Department in assisting with the day-to-day administration and operations of the department including: early childhood education services, health services, nutrition services, and family and community engagement services. Summer Interns will be responsible for working collaboratively with Managing Director, Coordinators, and front-line staff to ensure program goals are being met. Summer Interns will serve as integral members of the Early Childhood Division and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Complete all beginner health and safety trainings.
- Assist Managing Director and/or Coordinators with individual service area responsibilities.
- Create binders, reports, spreadsheets, as needed to record and monitor information.
- Participate in both site-based and community events, as needed.
- Complete end of summer project.

Educational, Required Skills and Experience Requirements:

- Current undergraduate student attending college or university in the state of New Jersey.
- Open to all majors with preference given to Early Childhood and/or Elementary Education.
- Interest in working with children, community, and families.
- Bilingual English/Spanish a plus.

Physical Requirements:

- Must be able to carry a child up to 40 lbs.
- Be able to carry classroom supplies and/or office supplies equipment as needed.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Part-Time (Temporary)
- **FLSA status:** Non-Exempt
- **SOC code:** 21-1093
- **Reports to:** Managing Director and/or Service Area Coordinators
- **Schedule:** Flexible schedule (15 hours per week); Summer Months from July 5th to August 31st
- **Compensation:** \$20.00 per hour

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume, cover letter, and copy of college transcript via e-mail to careers@lacasanwk.org with **“Summer Intern”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.