



1376 N. 4<sup>th</sup> Street, Suite 100, San Jose, CA 95112 Tel. 408-460-2999

## **JOB POSTING: Intern for Community Organizing and Social Media Work**

### **BACKGROUND**

Human Agenda is a non-profit 501(c)(3) human rights- and human needs-focused organization based in San Jose, California (<http://www.humanagenda.net/>). Our mission is to envision a world where the human needs of all can be met; engage the community in forging local institutions that are democratic, cooperative, equitable, sustainable, and kind; and take individual responsibility to embody the change we'd like to see.

We are currently seeking an intern for a part-time position through December 2020.

### **TASKS**

The intern will have the following responsibilities:

1. Send out information and conduct outreach via social media on behalf of Human Agenda
2. Organize an in-person event or a series of online events on alternatives to our current capitalist system (see information on past "Break the Mold" events: <http://www.humanagenda.net/events/breakthemold>, <https://www.facebook.com/events/377197866551908/>)
3. Help update the Human Agenda website
4. Contribute to and send out the monthly Human Agenda newsletter (via email)
5. Assist with other program/project activities as requested

### **QUALIFICATIONS (REQUIRED)**

- At least some college
- Strong bilingual (English/Spanish) oral and written communication skills
- Adept with technology/social media (e.g., email lists, Facebook, Zoom)
- Some community organizing or outreach skills/experience
- Some event planning skills/experience
- Strong interpersonal skills
- Able to work well independently and with a team
- Highly organized, deadline-driven, and detail-oriented

### **TIME COMMITMENT, LOCATION, AND REMUNERATION**

- 8 hrs/week through December 2020
- Work from home during COVID-19 shelter-in-place; need own transportation to/within Santa Clara County once shelter-in-place is lifted
- Hourly pay rate: \$25/hr (note: completion of timesheets showing tasks and hours is required)

### **TO APPLY**

- Send cover letter, résumé, and names and contact information for two references who are familiar with you and your work to Richard Hobbs, Executive Director of Human Agenda, at [richardryanhobbs@gmail.com](mailto:richardryanhobbs@gmail.com).
- **Application deadline: April 20, 2020**