

## **Internship Opportunity: Partnerships and Outreach Intern**

**Location: REMOTE** | Hunter College, 68<sup>th</sup> Street and Lexington Avenue, East Building, 14<sup>th</sup> Floor

The Center for Puerto Rican Studies at Hunter College, CENTRO is the largest university-based research institute, library, and archive dedicated to the Puerto Rican experience in the United States.

### **Outreach and Partnerships**

Outreach and Partnerships Unit works to develop new partnerships and nurture existing relationships between CENTRO, the Diaspora-at-large and communities in Puerto Rico for the mutually beneficial sharing, understanding and application of scholarship and resources. Outreach programs focus on programming that educates our community on issues and policies that affect disadvantaged communities both in Puerto Rico and the United States. We do so through virtual and in-person workshops, presentations and dissemination of our research and policy analysis.

### **Description**

CENTRO seeks motivated and talented students to join us in realizing our mission to research, preserve and share the Puerto Rican experience.

Intern will assist in the managing and growth of our community presence and awareness.

### **Responsibilities:**

- Identify possible community partnership and education opportunities with local and national organizations
- Assist with the planning and coordination of community events
- Working directly with supervisors and other staff to support overall project needs

### **Qualifications**

- Must be available 10 - 20 hours per week
- Working knowledge of Microsoft office
- Be organized and detail-oriented
- Good oral and written communication skills
- Positive attitude and the ability to work independently as well as with others

**To apply send resume and cover letter to [rc1941@hunter.cuny.edu](mailto:rc1941@hunter.cuny.edu)**

Hunter College CUNY EDGE students apply to Ariela Sanabria at [as7282@hunter.cuny.edu](mailto:as7282@hunter.cuny.edu)  
Students who have work-study awards must apply at the Office of Financial Aid