



## INTERNSHIP (UNPAID)

### **ABOUT LATINO YOUTH IN COMMUNICATION ARTS (LYCA):**

Founded by actress, producer and philanthropist Celinés Toribio in 2005, Latino Youth in Communication Arts (LYCA) is a 501 (C) 3 organization dedicated to empowering and supporting our youth for a lifetime of success in media arts and communication, and contributing to the overall emotional, social and physical wellbeing of our young people by serving as a valuable resource and support network.

### **SUMMARY:**

LYCA seeks a dynamic and self-motivated Intern to support LYCA's mission of empowering young girls through specialized courses in the communication arts. Under the supervision of the Program Manager, the Intern will support our marketing (social media and public relations), and fundraising (grants research and writing) initiatives.

### **RESPONSIBILITIES:**

#### *Marketing*

- Draft content for LYCA's social media channels and update conversation calendars
- Provide creative ways to grow our fans, followers, likes, and subscribers
- Develop target list of media outlets that would be interested in covering LYCA's work in the community or featuring our Founder, Celines Toribio
- Actively pitch and call media for interview and coverage opportunities
- Research and reach out to key events where LYCA should be present, i.e. educator events, Principal meetings, etc.
- Manage School Outreach database and update with school contact and principal information
- Assist with editing assignments, i.e. website content, press releases, etc.

#### *Fundraising Projects*

- Research city, state, and federal grants that may apply to LYCA's work with young girls
- Manage Fundraising database with all respective deadlines and submission requirements
- Draft grant applications, and collect any necessary documents for final submission
- Outreach to corporate entities that provide funding for youth programs

### **QUALIFICATIONS:**

- High School students and College-enrolled students are eligible to apply
- Fully bilingual in English and Spanish
- Dynamic, self-motivated, outgoing, and highly organized individual
- Solid research skills, including exceptional writing ability
- Proficient in Microsoft Office, and social media applications such as Facebook and Twitter.

### **HOW TO APPLY:**

This is an unpaid internship, but LYCA does offer college-credit (see your school for more info). To apply, submit your resume to [jobs@lycany.org](mailto:jobs@lycany.org).