



## Community Advocate Intern

Join the GDS Team, have a transformative learning experience, and help empower youth, families and our community to Reach their Potential!

Growth and Development Services, Inc. (GDS), is a nonprofit organization founded in 1996 by Dr. Gary Altheim. GDS was created to advocate and provide essential services to youth challenged by emotional, behavioral, educational and social issues. GDS' Community Advocacy Program ensures the utilization, continuation, and creation of community programs in Washington Heights/Inwood and Upper Manhattan. GDS is currently enhancing its successful programs at their "Home in the Heights" as well as bring it to other community-based organizations and schools. GDS will continue to train youth in self-advocacy and peer leadership.

### Position Summary

GDS is seeking a passionate and professional intern to join our team. The intern will work with staff and volunteers on a variety of community advocacy, administrative, and marketing tasks.

Current undergraduate or graduate student pursuing public administration, nonprofit management, marketing, communications or public relations. Recent grads are welcome to apply

### DUTIES AND RESPONSIBILITIES:

Community Advocacy:

- Serve as an advocate on behalf of youth and families
- Advocate for the need of recreational, arts, wellness and therapeutic programs
- Assist in event coordination for community and youth events and workshops
- Enhance GDS' social media presence

Program and Administration:

- Support programming staff with maintaining and organizing program supplies, maintaining and updating databases and other administrative duties
- Provide office support to Development and Administrative staff

### QUALIFICATIONS:

- Team player
- Organizational skills
- Computer Knowledge, i.e. Social Media, Microsoft Office, Web editing/design
- Resourceful and motivated
- Interested in Community Advocacy and/or Non-profit administration
- Strong interest in youth, community, social justice

### How to apply

Please email your resume and cover letter to Dr. Gary Altheim, Executive Director, at [drgaryaltheim@excelgds.org](mailto:drgaryaltheim@excelgds.org). Please visit our website [www.excelgds.org](http://www.excelgds.org) and watch GDS' video on our home page *before* applying. Include in your cover letter why you are interested in interning at GDS. Please also include hours, days and time frame you are available Specify "Community Advocate Intern" and your name in the subject line of your email.