LATINAS ON THE VERGE OF EXCELLENCE

L.O.V.E. MENTORING PROGRAM

Our Mission!
L.O.V.E. supports and empowers young women to strive both in school and life through positive role modeling.

How Can You Help?
L.O.V.E. would like to invite university female students and recent graduates to serve as mentors in our L.O.V.E. Mentoring programs.

Mentors Role:
- Take the lead in supporting a young woman through an ongoing relationship
- Serve as a positive role model
- Strive for mutual respect
- Help set goals and work towards accomplishing them
- Be a willing listener, encouraging, supporting, patient, flexible, and respectful of individual differences
- Build self-esteem and motivation

If you are interested, please contact:
info@lovementoring.org
www.lovementoring.org
lovementoringprogram
lovementoring
Latinas On the Verge of Excellence  
Programs Internship Position

The Latinas On the Verge of Excellence - L.O.V.E. Mentoring Program supports and empowers young Latinas to strive both in school and in life by providing positive role models. L.O.V.E. is currently looking for an intern who will assist in the development and implementation of the program.

Responsibilities

- Help plan, implement and facilitate L.O.V.E. mentoring sessions
- Provide direct support to students at partner schools by referring them to services (i.e. tutoring, SAT prep, homework help etc…)
- Create a master resource list of services for high school students within NYC
- Perform outreach to potential partner universities and cultivate current university partnerships
- Recruit for mentors at colleges/universities through volunteer fairs and recruit mentees through sample sessions, tabling and distribution of marketing materials at high schools
- Coordinate end of year college tours for mentees
- Assist with data entry and conduct L.O.V.E. Mentoring Program evaluations
- Communicate effectively with L.O.V.E. Mentoring Program Coordinator

Qualifications

- University student
- GPA: 3.0 and above
- Excellent written and verbal communication skills
- Strong organizational, project management and presentation skills
- Creative capacity
- Be proficient in MS Office applications (Word/Excel/Powerpoint) and Google Drive

Schedule:

Semester long, 10-15 hours per week (three days per week preferred). Length of internship and hours per week flexible depending upon the requirements of your program

- Preferable if intern has his/her own laptop, but not required

Compensation:

- College credit will be offered with the permission of the successful candidate’s college or university.

To apply for the L.O.V.E. Programs Internship, please send your resume and cover letter to info@lovementoring.org
Latinas On the Verge of Excellence
Fundraising Internship Position

The Latinas On the Verge of Excellence - L.O.V.E. Mentoring Program supports and empowers young Latinas to strive both in school and in life by providing positive role models. L.O.V.E. is currently looking for a Fundraising Intern who will have the unique opportunity to help with the organization's growth and expansion.

Responsibilities:

- Searching and developing relationships with new potential sources of revenue (private foundations; corporations; government)
- Providing support in the creation of grant proposals
- Researching and establishing new community-based partnerships
- Identifying and establishing new sponsors for the organization
- Developing a 3 year business plan for the organization’s growth and expansion

Qualifications:

- University student
- Excellent written and verbal communication skills
- Be proficient in MS Office applications (Word/Excel/Powerpoint) and Google Drive
- Ability to work independently and capable of taking initiative on specific projects
- Excellent research skills
- Candidate must have strong organizational and communications skills, be detail-oriented, and reliable. Must have the ability to work efficiently both independently and as part of a team.

Schedule:

Semester long, 10-15 hours per week (three days per week preferred). Length of internship and hours per week flexible depending upon the requirements of your program

- Preferable if intern has his/her own laptop, but not required

Compensation:

- Credit will be offered with the permission of the successful candidate’s university.

To apply for the L.O.V.E. Fundraising Internship, please send your resume and cover letter to info@lovementoring.org
Latinas On the Verge of Excellence
Communications Internship Position

The Latinas On the Verge of Excellence - L.O.V.E. Mentoring Program supports and empowers young Latinas to strive both in school and in life by providing positive role models. L.O.V.E. is currently looking for an intern who will provide support with the organization's communication and online digital platforms.

Responsibilities:

- Organize, create and curate material for social media, suggest new opportunities for strengthening social media presence
- Assist with creating a quarterly external e-newsletter using MailChimp
- Provide proofreading assistance for written materials throughout our office
- Support miscellaneous writing and editing projects as needed

Qualifications:

- University student
- GPA: 3.0 and above
- Excellent written and verbal communication skills
- Be proficient in MS Office applications (Word/Excel/Powerpoint) and Google Drive
- Proven ability and knowledge of social media platforms, especially Instagram, Facebook, Twitter
- Creative capacity, plus experience and interest in storytelling
- Candidate must have strong organizational and communications skills, be detail-oriented, and reliable. Must have the ability to work efficiently both independently and as part of a team.

Schedule:

Semester long, 10-15 hours per week (three days per week preferred). Length of internship and hours per week flexible depending upon the requirements of your program

- Preferable if intern has his/her own laptop, but not required

Compensation:

- College credit will be offered with the permission of the successful candidate’s university.

To apply for the L.O.V.E. Communications Internship, please send your resume and cover letter to info@lovementoring.org.