



## Internship Program Information Packet



## ABOUT US

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The 805 UndocuFund first launched in January 2018 in response to the Thomas Fire and Montecito Mudslides. These events impacted thousands of people who lost their homes, jobs, and experienced acute and chronic injuries. Disaster aid from the state and federal governments was a critical part of the recovery process, and yet undocumented residents — who are estimated at 10% of the population in Ventura and Santa Barbara counties — were ineligible for millions of dollars in support that were made available to everyone else.

This is how 805 UndocuFund began: as a massive joint effort among immigrant-serving Central Coast organizations Mixteco/Indigena Community Organizing Project (MICOP), Central Coastal Alliance United for A Sustainable Economy (CAUSE) and Future Leaders of America. Together these organizations, alongside philanthropy partners like the McCune Foundation and the Ventura County Community Foundation, raised, case-managed, and distributed millions of dollars in direct aid to victims of the Thomas, Hill, and Woolsey wildfires; Montecito mudslides; numerous smaller wildfires that afflict the region each year; and now, the prolonged impact of COVID-19.

With the occurrence of disasters year after year, 805 Undocufund has successfully developed a proven, grassroots-led, culturally and linguistically competent disaster relief model serving undocumented communities, distributing more than \$8 million to 6,000 households affected by disasters in the Central Coast region since it's initial launch. The 805 UndocuFund is proud to be a model looked to by other startup UndocuFunds not only in California, but across the United States.

In December 2021, 805 UndocuFund became a community based 501(c)3 governed by a volunteer board of directors made up of leaders from MICOP, CAUSE and Future Leaders of America, who provide organizational and volunteer support. The McCune Foundation provides key leadership support, and the Ventura County Community Foundation (VCCF) provides fundraising and fund administrative support. The organization is proud to mobilize resources, bring passionate community partners together, and advocate for the recovery of undocumented communities in disaster.

## MISSION, VISION AND VALUES

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### OUR VISION

We envision a future where undocumented individuals and families have equitable access to resources to rebuild their lives with dignity after disaster.

### OUR MISSION

We mobilize resources when disaster hits, providing short-term financial relief to undocumented residents, and advocate for long-term systems change to ensure they are effectively included in disaster response and recovery.

### OUR VALUES

- I. **EQUITY:** We believe that disaster relief must be impartial and ensure fair treatment, opportunity, and access to resources for all to be successful—including undocumented individuals and families.
- II. **INCLUSION:** We believe that undocumented immigrant residents strengthen the Central Coast’s resilience to disaster and that our voices and experience must be included.
- III. **DIGNITY:** We believe that all human beings are born equal in dignity. When disaster hits, every person is worthwhile, unique, and deserving, regardless of immigration status, class, language, national origin, race, age, sexual orientation, gender, religion or abilities.
- IV. **ACTION:** We believe that ensuring financial disaster relief for all is fundamental to saving lives, minimizing suffering, and protecting the livelihoods of undocumented immigrants in disaster.
- V. **SOLIDARITY:** We believe that surviving and rebuilding after disaster relies on compassionate communities that come together to support each other.
- VI. **EMPATHY:** We believe in taking the time to listen, and deeply understand the loss, needs, and barriers faced by undocumented immigrants and other vulnerable communities to create sustainable and impactful disaster relief.
- VII. **JUSTICE:** We believe that fairness in disaster response and recovery requires protecting all human lives, providing equitable access to resources, and ensuring equal participation of diverse communities in disaster management.
- VIII. **HEALING:** We believe in solidarity, empathy, and action to help communities reach and sustain a complete state of physical, mental and social well-being when experiencing the trauma of disaster.

## WHAT WE VALUE IN TEAMWORK

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- **Respect**—We provide a workplace and service environment where individuality is seen as strength and all people are treated with fairness and dignity.
- **Inclusiveness**—We believe in the need for different perspectives and commit ourselves to representation from all members of our immigrant community.
- **Integrity**—We work together to advance 805 UndocuFund’s mission, and we honor and apply these values in what we do or say.
- **Reliability**— Team members are counted upon to care about the mission of 805 UndocuFund to work toward the team’s goals. Team members show they are committed to the cause by doing their part, participating in group endeavors, contribute to conversations, and complete individual assignments for which they are responsible.

## VOLUNTEER PROGRAM – AT A GLANCE

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The Volunteer program aims to provide meaningful opportunities to enhance the 805 UndocuFund’s services and activities and promote the community’s involvement in the organization. Volunteers can participate in two core volunteer activities: ***general assistance projects***, and ***targeted program opportunities***.

**General assistance projects** are typically ongoing activities that support key functions of a program and/or department. Projects range from drafting communications messaging in Spanish, English and/or Mixteco, developing social media campaigns and mailers, answering phones, data entry, to the assembly of outreach kits, as well as 805 UndocuFund information packets.

**Targeted program opportunities** are ideal for those volunteers who have specialized skills and/or experience, relative to a specific 805 UndocuFund program. Skilled volunteers are crucial members of our community. Volunteers currently enrolled as a full-time or part-time students—who wish to take their commitment to 805 UndocuFund a step further—are encouraged to inquire about internships opportunities at 805 UndocuFund.

## INTERNSHIP PROGRAM – AT A GLANCE

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The Internship Program at the 805 UndocuFund provides students with tangible academic and career exploration opportunities, by allowing interns to experience the connection between work and learning, as well as prepare them for future career success.

Our internships allow students to refine and develop skills they have acquired, by allowing them to showcase these special skill sets in a “real life” work environment. Our internships will provide an opportunity for students to gain practical work experience, make informed career decisions, and gain valuable insight of the nonprofit sector—by way of programs and services—as they relate to the immigrant community.

Interns are an integral part of the 805 UndocuFund’s operations. A 805 UndocuFund internship will give you the opportunity to:

- Apply new skills and experiences in a “real life” work environment;
- Gain academic credit (if applicable);
- Enhance your resume, references and work experience;
- Give you unique insight on the work of the 805 UndocuFund, and the impact it has on Central Coast communities, and beyond.

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## VOLUNTEER VS. INTERN—WHAT’S THE DIFFERENCE?

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By definition, a **volunteer** is a person who freely offers to undertake a task. Our volunteer pool consists of students, working professionals with flexible schedules, retirees, homemakers, among other generous folks. Our volunteers seek no compensation for their time and services and willingly offer to volunteer for an array of projects. While some volunteers are open to donating their time to various activities, some volunteers are assigned specific roles. These volunteers are suitable candidates for their roles given their previous work and life experiences.

An **intern** is a student, recent graduate, or working adult, looking to explore careers in the nonprofit sector. Interns work for a period of time at a job in order to get experience. An **internship** allows an individual to network in a field that they are considering as a career, thereby enabling personal and professional development. Some of our current interns are students who are looking to gain work experience—and/or school credit—geared towards their degree. From mental health counselors to addiction recovery counselors, and Intern Law Clerks, the 805 UndocuFund offers internships in most of our current programs.

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## INTERNSHIP PROGRAM – GENERAL INFORMATION

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### About Our Internships

- Internship opportunities may vary throughout the year. For current internship opportunities, please check [www.805undocufund.org/jobs](http://www.805undocufund.org/jobs).

- All of our internships are **unpaid**; however, school credit may be granted from your college or university. Please make sure you check with your school first, in order to ensure that school credit is applicable.
- The 805 UndocuFund does not offer housing for our interns.
- Interns are encouraged to apply to current employment opportunities; however, 805 UndocuFund's internship program does not guarantee employment after the completion of an internship.

## **Qualifications**

- Applicants should be enrolled as a full-time or part-time student in a curriculum that relates to the work experience sought. Recent graduates are also encouraged to apply. Applicants less than one year out of college will be considered.
- Each 805 UndocuFund internship requires a different skill set, as well as previous experience. The internship job description for each program lists specific qualifications for that position. Generally, we ask that interested applicants possess an interest and/or desire, and willingness to work with the immigrant community, and demonstrate an ability to work effectively with people of diverse races, ethnicities, ages, sexual orientation and gender identities, in a multicultural setting.

## **Internship Application Process**

The internship application process consists of the following items:

- Internship application
- Resume
- Cover letter (tailored to the position for which you are applying to)

Interns will be selected on the basis of their online application, resume, and cover letter, as well as a phone and/or in person interview(s). References will be checked after candidates have successfully completed an internship interview.

## **Internship Acceptance Notification**

An intern will be notified of their acceptance at least 5 days before beginning.

## **Time Commitment**

805 UndocuFund interns are asked to work at least 10 – 15 hours per week, Monday through Friday (some weekends, depending on internship), for a minimum of 3-4 months.

## **Exit Interview**

805 UndocuFund will conduct an exit interview with all interns, on the last day of their internship. This interview will be a time to discuss the intern's experience at the 805 UndocuFund and their general satisfaction regarding their respective internship. Feedback from these exit interviews allows 805 UndocuFund to measure the success of our internship program, in addition to assessing what should be improved and/or changed. 805 UndocuFund will collect all 805 UndocuFund issued badges, print cards, and/or keys, during this time.

## **Post Internship Support**

Please do not hesitate to reach out to 805 UndocuFund should you require written verification of your internship hours. Please allow 3 to 4 weeks for processing.

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## **INTERNSHIP PROGRAM – BENEFITS TO THE INTERN**

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A 805 UndocuFund internship will give you the opportunity to experience the connection between work and learning, as well as prepare you for future career success. Additionally, interning at the 805 UndocuFund will provide:

- **Meaningful Work** –805 UndocuFund offers a wide array of opportunities to work with the immigrant community, by helping to create and maintain safe spaces where members of our community can thrive.
- **Mentorship** – 805 UndocuFund staff is committed to offering interns the best internship experience possible. As experts in their respective roles, supervisors and program staff will offer opportunities for learning, in addition to sharing their insight, advice, and offering guidance to students, during their internship.
- **Community** – Just like our employees and volunteers, interns are vital to our team. Interns are always welcomed to attend 805 UndocuFund meetings and/or activities; giving them an opportunity to engage with their peers outside of their workspace.

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## **INTERNSHIP EXPECTATIONS— INTERN’S ROLE: CONDUCT**

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The mission of the 805 UndocuFund’s Internship Program is to provide students opportunities to experience the connection between work and learning, as well as prepare them for career success. Because our internships are an extension of the classroom, we aim to help you develop skill sets that will help you in future

career endeavors. In an effort to make the most out of your internship experience, we ask that interns be mindful of the following:

- **Be prompt and reliable**—Staff is counting on you! If you are late to your assignment, meeting, or work shift, you are inconveniencing others. It is your responsibility to notify your immediate supervisor(s) if you are going to be late or if you are calling out.
- **Dress Accordingly**—Please refer to your supervisor’s instruction as to what attire is acceptable in the workplace.
- **Take the Initiative**—Do not wait to be asked to do things. Sometimes situations call for “all hands on deck”. If you see that a task needs to be done, offer to help. Asking for responsibilities and/or assignments is a great way to contribute to the team, in addition to welcoming learning opportunities.
- **Cooperate**—Staff, volunteers, and interns are an essential part of our organization. It is of utmost importance that we continue to foster a culture of teamwork, which ensures that we stay true to our mission.

### **Additional Roles, Responsibilities and Expectations**

1. Maintain professional conduct
2. Complete all internship duties in a professional manner;
3. Attend all staff and other meetings, as dictated by your immediate supervisor(s);
4. Check-in with your immediate supervisor(s) on a regular basis;
5. Participate in professional development activities;
6. Have a willingness to learn more about the 805 UndocuFund.
7. Seek assistance and guidance as needed;
8. Keep track of your time on an Internship Log (your immediate supervisor(s) will discuss this process with you, on the first day of your internship).

# Certification of Agreement to 805 UndocuFund Internship Program Responsibilities

(To be completed by the immediate supervisor, and signed by intern)

A 805 UndocuFund internship is an extension of the classroom, experience which aims to help students develop skill sets that will help them in future career endeavors. As a supervisor participating in 805 UndocuFund’s Internship Program, I commit to the following responsibilities:

1. Ensuring that the intern(s) reviews 805 UndocuFund policies and procedures (as stated in the Volunteer Handbook);
2. Maintaining an adequate and welcoming workspace for the intern(s);
3. Making sure that interns are keeping track of their time, by way of an Intern Log, and submitting this document to your respective supervisor in a timely manner;
4. Regularly reviewing intern(s) goals and objectives for the duration of their internship;
5. Work with intern(s) to help identify any strengths and unique skill sets that can be developed through the duration of their internship;
6. Mentor the intern(s) by way of guidance and support, focusing on their internship goals, objectives and responsibilities;
7. Provide a minimum of one hour of weekly supervision to monitor intern(s) performance;
8. Complete a final online evaluation of intern(s) performance using the Supervisor Feedback survey (provided by 805 UndocuFund)
9. Maintaining open lines of communication with 805 UndocuFund (please do not hesitate to contact us should any questions and/or concerns arise).

I acknowledge that I have received and read a copy of the 805 UndocuFund Internship Program Responsibilities—and hereby agree to responsibilities—stated above.

<b>Supervisor(s) Name</b>	<b>Supervisor(s) Signature</b>	<b>Date</b>
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<b>Intern Name</b>	<b>Intern Signature</b>	<b>Date</b>
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# Internship Agreement

(To be completed by the immediate supervisor, and attached to intern job description)

Date: \_\_\_\_\_

Intern Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title of Internship Position: \_\_\_\_\_ Dept/Prog: \_\_\_\_\_

Name of Supervisor(s): \_\_\_\_\_ Signature \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## \*Duration of Internship\*

Begin: \_\_\_\_\_ End: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

### School Information (If Applicable)

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

School Contact Information: \_\_\_\_\_

(Please return original to Volunteer Resources, and retain a copy for your records, and for the intern)