



- A 501(c)(3) Non-Profit Organization -

April 1, 2010

Dear Applicant,

In cities across the country an undervalued asset is overlooked in addressing problems in the community. Hundreds of thousands of young people in America's colleges and universities can provide the talent, skills and dedication to make an impact.

Steve Goldsmith, Chairman of the Corporation for National & Community Service (a federal agency), was quoted as saying "We have observed a historically significant surge in service interest by college students, probably the most remarkable increase since the 'Greatest Generation' of World War II." The Associated Press recently reported that a study by the Corporation for National & Community Service revealed that the number of college students volunteering grew more than 20 percent, from 2.7 million to 3.3 million, between 2002 and 2005. The growth rate for college students is more than double that for all volunteers.

Eastside Community Connection's mission is to channel the immense potential of hundreds of thousands of young people in our institutions of higher learning and give them the medium and the training to address some of the biggest issues in the community.

Eastside Community Connection offers unparalleled internship opportunities. Our interns have significant responsibilities, including designing our programs, maintaining our budget, and supervising other volunteers. This is not a "sit at your cubicle and make copies" internship - you will make a real impact in our organization and in the community.

Please complete the application in its entirety, including the questions that required typed responses. Also, please attach a copy of your resume.

The application is due on **Friday, April 23rd by 5 pm** via email to info@austinecc.org. If you are granted an interview, our office manager will contact you to schedule an interview time. Interviews will be held the following week on the University of Texas campus.

If you have any questions or concerns, please feel free to email me at info@austinecc.org. Thank you for your interest, and I look forward to working with you.

Sincerely,

Sly Majid

Executive Director
Eastside Community Connection



Community Investment Program

Making a Difference in Austin

Vision

To instill values of lifelong service in college aged students and train the next generation of community leaders.

Mission

ECC will involve students from Austin area colleges and universities in every aspect of the center's operations to improve the quality of life of East Austin residents.

Eastside Community Connection focuses on four areas of service.

Feed

Health and Wellness: This program provides basic needs assistance through a weekly food pantry, health screenings and providing information about health issues. In 2009, our Health and Wellness programs have assisted over 1,578 families in East Austin.

Teach

Adult Education and Advancement: You give a man a fish and feed them for a day but teach a man to fish and feed them for a lifetime. Adult education classes designed and taught by college students give our adult clients and opportunity to create a better life for them and their family. English-as-a-Second language, computer literacy and financial skills make up the stable of our adult education classes. In the future, GED preparation courses and workshops that focus on career advancement will be made available.

Serve

Eastside Community Connection Leadership and Philanthropy Institute: The most pivotal area of service related to our success is training college students through internships, group discussions, speakers and direct service in community. Students engage in intensive training and work part-time in the organization's office learning about non-profit activities such as financing, client management and program development. Since 2004, over 2,500 students have contributed over 25,000 hours of service to the East Austin community.

Inspire

Youth Enrichment: Studies show that children growing up in disadvantaged economic environment have fewer opportunities for educational success. Our student volunteers are creating programs to curb this trend. Afternoon mentoring, classes in the arts and weekend activities encourage children to continue on a successful path while avoiding pitfalls that may diminish their chances for a better life.



Community Investment Program

Quick Facts

Since opening our doors in 2004, Eastside Community Connection has served thousands of clients while engaging hundreds of students from local colleges and universities. ECC's client base spans four high-poverty zip codes in East Austin (78702, 78721, 78722, 78723). In an area that spans only 17.3 square miles, over 5,600 households and 16,000 people live under the poverty line. Currently, ECC serves 1,657 households in these zip codes. This is only 30% of all households under the poverty line in East Austin.

East Austin Facts

- Texas ranks second out of 50 states in the highest percentage of hungry families.
- 39% of all East Austin children eighteen and younger live below the poverty line.
- 54% of residents over the age of twenty-five have not attained their high school diploma.

Client Demographics

ZIP	2005 Population	2005 Households	Poverty Rate	Residents in Poverty	Households in Poverty
78702	22,705	7,472	29.4%	6,675	2,197
78721	10,430	3,224	25.8%	2,691	832
78722	6,276	2,956	16.5%	1,036	488
78723	30,342	10,589	19.7%	5,977	2,086
Totals	69,753	24,241	23.5%	16,379	5,602

Source: City of Austin Demographic Research Department

Student Volunteerism Facts

- 74% of undergraduates at the University of Texas at Austin participate in volunteer activities.
- Since 2004, college students have contributed over 25,000 volunteer hours to Eastside Community Connection.
- Through 2009, over 2,500 students have directly worked with Eastside Community Connection.

Eastside Community Connection Facts

- In 2009, Eastside Community Connection instructs over 100 clients each year in its adult education classes.
- Since 2004, Eastside Community Connection has provided services to 7,420 children.

Food Pantry Clients Served

	2006	2007	2008	2009
Total Households Served	3,773	2,736	3,468	3,973
Unique Households Served	1,353	1,129	1,368	1,578
Total Clients Served	18,404	12,739	15,693	17,157

English-as-a-Second Language Instruction Clients Served

	2007	2008	2009
Number of Regular Students	15	25	28
Students Attending Multiple Classes	35	48	60

Internship Testimonial



Lauren Koehler, a senior Plan II honors student, served as Eastside Community Connection’s English-as-a-Second Language Adult Education Director during the 2005-2006 academic year. Additionally, Lauren has earned a 2007 Harry S. Truman Scholarship – one of the most prestigious academic honors bestowed upon an undergraduate in the nation.

When I came across Eastside Community Connection’s ESL Director internship in the fall of 2005, I didn’t know that the ESL program would be one of the most meaningful and satisfying experiences of my college career. I had just returned from a summer internship at a clinic in Guanajuato, Mexico, and I wanted to continue working with Latin American immigrants in the United States. But ECC provided more than just the opportunity to work with immigrants: the internship allowed me to think creatively about program structure and curriculum design, unique opportunities which shaped my ideas about service.

The opportunity to work directly with people in the Austin community as they struggle to improve the quality of their lives lent warm human faces to the abstract discussions of poverty and education in my classes—and made me more thoughtful about what these discussions actually mean in practice. In class, we discuss the conceptual initiative to reduce poverty, but at ECC we are given the privileged chance to think about how to translate this initiative into something real. As the Education Director and I worked on ways to improve the ESL program for the students, collecting donations to form a lending library, changing the format of the class, and working with other Austin ESL programs, we were encouraged by the progress of the students, whose persistence in their education spread to other areas of their lives. Though no one learned perfect English over the course of the year, many students reached goals they set for themselves: talking to their children’s teachers, visiting the grocery store alone, or filling out job applications.

The internships at ECC are challenging leadership experiences—and with these challenges come the rewards of doing meaningful work and gaining understanding of complex societal problems. Through its internship program, ECC offered me the opportunity to look at poverty in Austin from a leadership perspective, to be an agent of community change, and to work toward the type of world in which dignity and compassion are the norm and the ability of every person to follow his or her talents has been developed. Robert Kennedy spoke of each person’s actions to improve the lot of others as ripples of hope which together “build a current which can sweep down the mightiest walls of oppression and resistance.” Interning at ECC was the beginning my efforts to make ripples, and I hope the internship will inspire you as well.



Internship Application

Office Manager

Purpose:

To assist the Executive Director in coordinating the student internship program and organize all logistical operations of ECC.

Responsible for:

1. Coordinate all intern activities
2. Serves as the liaison between the Executive Director and the intern staff
3. Manage the office and make monthly reports to the Board of Directors

Qualifications:

1. Strong leadership skills
2. Ability to multitask
3. Detailed oriented person
4. Excellent written and communication skills
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

Finance Director

Purpose:

To maintain ECC's financial accounting.

Responsible for:

1. Maintain ECC's accounting records
2. Create budget forecasts
3. Provide reports to ECC's tax accountant

Qualifications:

1. Business or Economics Major
2. Accounting Experience
3. Detailed oriented person
4. Experience with QuickBooks preferred
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 4 to 6 hours a week.

Publicity Director

Purpose:

To direct all public relations and marketing for ECC.

Responsible for:

1. Develop and execute an annual marketing plan
2. Create monthly e-newsletters
3. Coordinate publicity for ECC events

Qualifications:

1. Communication or Business Major
2. Marketing or Public Relations experience
3. Graphic design and publication experience is recommended
4. Detailed oriented person
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

Staff Intern

Purpose:

To assist the Executive Director with any ECC projects.

Responsible for:

1. Research grant opportunities
2. Assist in grant writing process
3. Assist in coordinating ECC's programs
4. Assist intern staff with projects
5. Serve as an assistant to the Executive Director

Qualifications:

1. Highly organized
2. Self-motivated
3. Detailed oriented person
4. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

SUMMER INTERNSHIPS WILL GO FROM MAY 22ND THROUGH AUGUST 20TH.

FALL INTERNSHIPS WILL GO FROM AUGUST 23RD THROUGH DECEMBER 3RD.



Internship Application

Technology Intern

Purpose:

To provide technical support for ECC.

Responsible for:

1. Updating the webpage
2. Research new technology to implement into the office
3. Assist with computer maintenance

Qualifications:

1. Computer experience
2. Experience editing HTML code
3. Self-motivated
4. Detailed oriented person
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 4 to 6 hours a week.

Event Planner

Purpose:

To coordinate ECC fundraising events.

Responsible for:

1. Organize and execute the New Year's Eve Crystal Ball and the Emerging Leaders Dinner in the Spring.
2. Attend all Event Planning Committee meetings

Qualifications:

1. Event planning experience
2. Self-motivated
3. Detailed oriented person
4. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 4 to 6 hours a week.

Volunteer Coordinator

Purpose:

To organize all ECC volunteer efforts.

Responsible:

1. Schedule, supervise and track volunteers
2. Organize volunteer appreciation events

Qualifications

1. Self-motivated
2. Strong organizational skills
3. Experience working with volunteers
4. Strong interpersonal skills
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 4 to 6 hours a week.

Food Pantry Director

Purpose:

To coordinate the ECC food pantry program.

Responsible for:

1. Developing food pantry policies
2. Maintaining inventory
3. Placing food orders
4. Developing reports
5. Supervising volunteers

Qualifications:

1. Self-motivated
2. Strong organizational skills
3. Experience working with volunteers
4. Strong interpersonal skills
5. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 6 to 8 hours a week.

SUMMER INTERNSHIPS WILL GO FROM MAY 22ND THROUGH AUGUST 20TH.

FALL INTERNSHIPS WILL GO FROM AUGUST 23RD THROUGH DECEMBER 3RD.



Internship Application

Education Program Director

Purpose: Coordinate ECC's educational programs.

Responsible for:

1. Coordinate ECC's English-as-a-Second Language, Financial Skills and Computer Literacy programs
2. Researching new educational opportunities for clients
3. Reporting about current programs

Qualifications:

1. Strong leadership skills
2. Experience coordinating programs
3. Self-motivated
4. Strong organizational skills
5. Experience working with volunteers
6. Strong interpersonal skills
7. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

ESL Director

Purpose:

To coordinate the English-as-a-Second Language program.

Responsible for:

1. Recruiting teachers and clients
2. Research other ESL programs
3. Developing curriculum
4. Structuring and scheduling classes

Qualifications:

1. Spanish Fluency Preferred
2. Experience coordinating programs
3. Self-motivated
4. Strong organizational skills
5. Experience working with volunteers
6. Strong interpersonal skills
7. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

Computer Literacy Program Director

Purpose: Coordinate ECC's Computer Literacy program.

Responsible for:

1. Recruiting teachers and clients
2. Research other Computer Literacy programs
3. Developing curriculum
4. Structuring and scheduling classes

Qualifications:

1. Strong leadership skills
2. Experience coordinating programs
3. Self-motivated
4. Strong organizational skills
5. Experience working with volunteers
6. Strong interpersonal skills
7. Proficient with Word, Excel, PowerPoint

Time Commitment:

Between 8 to 10 hours a week.

SUMMER INTERNSHIPS WILL GO FROM MAY 22ND THROUGH AUGUST 20TH.

FALL INTERNSHIPS WILL GO FROM AUGUST 23RD THROUGH DECEMBER 3RD.