



Women's Initiative for Self-Empowerment (WISE) Intern/Volunteer Job Description

Agency Description: Women's Initiative for Self-Empowerment (WISE) is a multicultural 501(c) 3 nonprofit organization serving immigrant/refugee women and girls from all countries, cultures, and socio-economic backgrounds. WISE started in 1995 to provide opportunities for women and girls in the immigrant communities to achieve their full potential and to increase their skills towards economic success. WISE utilizes volunteers and interns in many of its programs and benefits greatly from the involvement of college students. For more information, please see the WISE website: <https://www.womenofwise.org/>

Position Description: GGAL Mentor

As a WISE GGAL Mentor, you will have the opportunity to connect with participants in the GGAL program and learn about the issues impacting refugee/immigrant communities. Girls Getting Ahead in Leadership (GGAL) is a college preparation, career exploration, and leadership development program for immigrant/refugee girls in grades 6-12. The program is structured around:

- Educational Workshops: Provide information on planning, financial literacy, preparing for college and career exploration
- Group Activities/Discussions: Provide resources on organization, time management, self-esteem, public speaking, and other issues that the girls need and want to discuss
- Support Services: Provide individual assistance in areas of academics, scholarship searches, job/internship research, and personal issues.

Some skills you will gain from this experience include communicating across cultures and differences, tutoring, academic advising, public speaking, mentoring, and program implementation.

Role, Responsibilities, and Requirements:

- Time Commitment: One academic semester, participating in at least one weekly GGAL program session (Must be the same day of the week every week)
- Transportation is required. You must have a reliable way to get to GGAL
- Must be 18 years or older to work with our participants
- Virtual orientation must be attended prior to starting position
- Background check required (background check costs will be paid by WISE)
- Facilitate small group activities such as ice breakers, reflections, or discussions
- Work one-on-one with girls during session

- Assist with program session set up and clean up
- Meet with your supervisor on a bi-weekly or as-need basis
- Build relationships with program participants and create a sense of community
- Have fun! Get to know program participants and provide positive encouragement
- In addition to those listed above, your responsibilities will vary depending on your project/focus of choice. A personal action plan will be created upon acceptance of the intern

2021-2022 School Year GGAL Schedule

Monday	Tuesday	Wednesday	Thursday
Sejong Academy Korean Immersion School 3:30pm-5:00pm	Washington Technology Magnet School 2:00pm-4:00pm Humboldt High School 3:00pm-5:00pm	Sejong Academy Korean Immersion School 3:30pm-5:00pm	Washington Technology Magnet School 2:00pm-4:00pm Humboldt High School 3:00pm-5:00pm

Application Instructions: Please send your resume to Stephany Lopez at slopez@womenofwise.org to initiate the application process.