



Adelante Student Voices  
P.O Box 3023  
Poughkeepsie, NY 12603  
(914) 675-3889

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## Adelante Summer Internship

The mission of Adelante Student Voices is to support undocumented students in New York on their unique journeys to higher education while supporting their self-advocacy so they can advance social justice in their communities. High school students join Adelante through the annual 10-day Adelante Summer Program (June 29- July 8, 2025) at a residential college in Poughkeepsie, NY. The Summer Program offers workshop topics such as college access, financial aid, community organizing, and know your rights. We have two positions open in Summer 2025: an internship for an 8-week commitment and a counselor position for a 13-day commitment. This post is for the Adelante Summer Intern.

*We are looking for people to join our summer team who:*

- Are committed to justice and youth empowerment
- Have experience working with/in diverse group settings and young leaders
- Offer either first-hand knowledge from personal/familial immigration status or experience helping others navigate the system.

Dates: Participation in the in-person Summer Program and orientation June 27-July 8, including overnights in the dormitory, is required. This is an 8-week, full-time, internship commitment. Date range for the rest of the internship is negotiable with a preference for as much time as possible to help us prepare prior to the start of the summer session. We suggest May 27– July 18.

### Responsibilities:

- Prepare for the summer session, including...
  - Finalize the schedule for the Summer Program with the planning team
  - Work with the Summer Program Director to revise learning goals and evaluation questionnaires
  - Ensure we have complete medical and school records for each participant, including calling families with reminders
  - Request sponsorships from local agencies and businesses
  - Complete online child safety and mandated reporter training
- Arrive to the College site on Friday June 27 to take part in staff orientation
  - Attend trainings related to being a mentor to new Adelante members
  - Organize materials within our space and create welcome signs
  - Plan icebreakers and other activities for time between workshops
  - Help orient the counselors to the program schedule
- Full 10-day session with 25 high school students including overnights in the residence hall: Sunday June 29 at 2pm - Tuesday July 8 at 8pm
  - Mentor a group of 3-4 students with daily check-in conversations
  - Help establish a routine for mentees through lights-out and wake-up reminders
  - Assist workshop leaders and take photos and notes during the workshops
  - Chaperon students as they navigate campus and during college visits
  - Provide support during computer lab sessions as students work on college application materials and research
  - Clean common spaces and perform other daily tasks as part of a team effort
- Post-Summer Program Wrap-up
  - Write an evaluation summary of the 10-day program
  - Assist thanking sponsors and workshop leaders



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- Supply all students with digital copies of summer work

Stipend: Our preference is to help interns apply for institutional grants and summer fellowship funds. However, if the candidate comes from a school or situation where these funds are not available or only meet partial costs, we can offer a stipend of \$2,800.

Location: All required work before and after the summer program is remote. If you are located in the Hudson Valley region of New York you can assist staff with in-person tasks. During the summer session, the intern will live in the residence hall at the College with the students and other staff. We will provide meals and housing during the staff orientation and summer program.

Preferences: We have a strong preference for the intern to have a driver's license to help with occasional transportation needs (we can lend a vehicle). Additionally, fluency in Spanish is valued to facilitate communication with most parents. If you think you are otherwise a great fit but don't meet one or both of these preferences, please still apply or contact us.

### **How to Apply**

Send your resume to Adelante Executive Director/ Summer Program Director Susie Ximenez. Please include either a cover letter or write in your email body if you are interested in being an intern or a counselor and why you are a good fit. [susie@adelantestudentvoices.org](mailto:susie@adelantestudentvoices.org)

Priority deadlines to apply are March 15 for the internship position and April 15 for the counselor role. Hiring is rolling and positions will stay open until filled.