



FAVACA Research/Program Internship

The Florida Association for Volunteer Action in the Caribbean and the Americas (FAVACA) is a private, non-profit organization established in 1982. The organization's mission is the improvement of social and economic conditions in the region. Through a diverse combination of federal, private and State of Florida funding sources, FAVACA provides technical assistance and training through volunteers originating from Florida. FAVACA seeks an intern either at the senior undergraduate level or graduate students.

The Research/ Program Intern will be involved in the following activities:

- Assist staff in the research of various subject areas such as: demographics, donors, and development topics.
- Receive, evaluate and present Requests for Assistance
- Recruit volunteer consultants
- Coordinate timeframe, scope of mission, and travel arrangements with volunteer(s) and requestor(s)
- Maintain databases with accurate and complete information concerning projects, volunteers, and requestors
- Contact information for key individuals in Diaspora communities
- Evaluate prominent national volunteer organizations, comparing and contrasting their approaches and the various models of policing and community involvement in the Caribbean.
- Identify potential experts/ organizations for volunteer opportunities.
- Ensure potential projects compatibility with the mission and commitments of FAVACA.
- Receive, evaluate and assist in the development of Scopes of Mission for Requests for Assistance.
- Provide assistance to the creation and organization of FAVACA's binders.

Intern candidates should have some previous familiarity working in an office setting; familiarity with another culture and additional language skills is a plus; be able to follow through on assignments, and review their work for accuracy. They need to be thorough with their work and comfortable with multiple assignments.

The Research/Program internship is offered during the Fall, Spring, and Summer semesters to upper level undergraduate and graduate students. The candidate must be able to work in a professional office environment and commit to a minimum of 20 hours a week and specify the days and hours to which he/she can commit. Student must make FAVACA aware of any documentation needed for the student to receive academic credit.