



## Internship Job Description

<b>Title:</b>	Community Program Facilitator Intern
<b>Placement Site:</b>	Community Services, a division of the Health Department Town of Stratford 468 Birdseye Street Stratford, CT 06615
<b>Placement Supervisor:</b>	Tammy Trojanowski, M.H.S.A., Assistant Director Community Services (203) 385-4095 <a href="mailto:ttrojanowski@townofstratford.com">ttrojanowski@townofstratford.com</a>
<b>Hours:</b>	10 to 15 hours weekly year round, evening hours expected
<b>Description:</b>	<p>The Community Program Facilitator Intern assists in all aspects of Citizens Addressing Racial Equity (CARE) sponsored by the Office of the Mayor in cooperation with the Stratford Youth and Family Advisory Board, Stratford Clergy Association and Council of Churches of Greater Bridgeport, Inc. Responsibilities include:</p> <ul style="list-style-type: none"><li>➤ Support the work of CARE Action Teams and Work Groups including sending meeting notices, preparing agendas with co-chairs, taking and distributing minutes and researching data as requested.</li><li>➤ Coordinate citizen dialogue groups concluding scheduling session, identifying facilitators, recruiting participants and participating in group dialogues.</li><li>➤ Draft press releases, submit up-dates to Town web page and send correspondence to participants.</li></ul>
<b>Skills &amp; Experience:</b>	<p>Appropriate for students in public administration, political science, community psychology, communications, human services or related field.</p> <p>Oral and written communication skills, including computer proficiency.</p> <p>Demonstrated ability to work with people from diverse backgrounds and well-developed cultural competency skills.</p>