

Black House Internship

Program Planning and Development

- ❖ Work with the Black House Coordinators to identify and plan events with historical, educational or cultural significance. Ensure the programs and services offered at the Black House reflect its mission and are in accordance with the approved priorities.
- ❖ Participate in the planning, implementation and evaluation of the programs offered at the Black House.
- ❖ Work with Black House Coordinators to track outcomes of services and programs, and provide regular program reports to the Africana Studies Department Chair/Black House Director.

Community Networking

- ❖ Represent the Black House at community events to enhance the Black House community profile, and to share information about its mission, programs, and services.
- ❖ Create and maintain collegial, professional relationships and collaborative arrangements with community groups, funders, and other community agencies to form mutually beneficial partnerships.

Advocacy and Research

- ❖ Assist Black House Coordinators in conducting grant and funding research to support the Black House services and programs.
- ❖ Attend and serve as a Black House representative during community events that address issues that affect the Black community.
- ❖ Work with Black House Coordinators to collect and analyze community data for the development of needs assessments, and the formulation of program goals and objectives.

Administration and Organizational Development

- ❖ Work with Black House Coordinators to plan Black House staff and Black House Advisory Board meetings, as well as take detailed meeting minutes.
- ❖ Work with Black House Coordinators to design and edit the Black House newsletter.
- ❖ Work with Black House Coordinators to gather, create and maintain timely, relevant content for the Black House website.

Contact Information:

Director, Black House: Dr. Theresa White, Chair, Department of Africana Studies

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