Preserving the cultural identity of ALL
Producers of Sounds of Little Haiti

Internship Opportunity

A Unique Opportunity

Maximillian Consultants Inc. overall focus is to preserve the cultural identity of all Americans. All events and programs are curated, produced, and facilitated with the intention of preserving the native culture of all whom settle in the USA while embracing their contributions to the American fabric. They examine how community landscapes relate to ecology, cultural heritage, wellbeing, and civic engagement to explore strategies that can close urban–cultural gaps. We are seeking for an intern to assist with the following projects

Current Projects:

I. Sounds of Little Haiti: Monthly Free Music Festival in Little Haiti, Miami, FL
II. Rara Institute: Traditional Haitian Instrument Music Program
III. Noire: Afrocentric Boutique Gallery Lounge in Miami
IV. Magic City Innovation District: Community Liaison for development project in Little Haiti Miami

All internship opportunities require at least **15-20 hours each week** on a semester basis. Hours are flexible, and in some cases, work can be conducted remotely. Coursework credit may be available subject to approval by your academic institution.

Benefits: Opportunity to stretch your skills and be a key player in a growing organization with the potential for tremendous positive social impact. Enjoy a fun, flexible work environment where you can see the difference you are making every day. Compensation based on qualifications and experience

**Applying:** Please submit a resume and cover letter indicating the position you are applying for to SandyDorsainvil@gmail.com
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Description

- **Data Management:** Candidate will be able to play a pivotal role in helping us collect, analyze, and apply data to our programs in order to assess and improve academic, social and emotional skills of students/participants enrolled in our various programs. Assessments must be organized and updated regularly for easy access and readability. Work can be performed off-premises provided there is regular communication with supervisor.
- **Grant Research/Writing Assistance:** Candidate will assist with the identification of appropriate grantors and the execution and submission of grant requests.
- **Executive Assistance:** Candidate must be reliable, organized, and task-oriented with excellent written and verbal communication skills. Candidate will work directly with Board members and team leaders and will be responsible for performing a number of administrative duties.
- **Social Media Coordination:** Candidate must have a strong knowledge and understanding of the digital media landscape, including various social media websites and platforms. Candidate will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share program details.
- **Program Assistance:** Candidate will provide administrative and communications support to impact daily operations. Candidate will assist program staff with administrative task. The candidate will develop working relationships with all program facilitators, including master musicians, lead instructors and volunteers.

**Responsibilities and Duties**

- Manage all incoming data files on students enrolled in the program.
- Review data for inconsistencies or anomalies that could skew analytical results.
- Maintain our databases and conduct routine maintenance as needed to ensure data integrity.
- Perform additional tasks and/or duties to advance the organization’s mission, as needed.
- Prospect identification, research, proposal development and writing in conjunction with faculty, staff, and volunteers.
- Track and document communications and assist with donor database maintenance.
- Research potential prospects and assist with donor outreach and cultivation.
- Contribute to website redesign project in various ways.
- Monitor and post on blogs, forums, and social networks.
- Online outreach and promotion using Facebook, LinkedIn, Instagram, Twitter, and more.
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- Coordinate executive communications, including taking calls.
- Respond to emails and interface with staff, volunteers, and community members with a high degree of professionalism.
- Schedule meetings and appointments, and assist with the arrangement of events and meetings.
- Build standard templates that can be organized in an easily accessible electronic filing system.

Qualifications and skills

- Junior, Senior, graduate student, or recent graduate from an accredited university.
- Excellent communication and organizational skills.
- Experience in research and/or grant writing preferred.
- Fluent in Haitian Creole
- Must have reliable private mode of transportation
- Must have reliable mobile communication device
- Knowledge of or prior work and/or volunteer experience in a non-profit organization is a plus.
- Possess strong written, verbal, proofreading, editing, phone and organizational skills.
- Flexible, self-motivated team player with attention to detail, strong interpersonal skills, and a customer-focused service orientation.
- Demonstrate superior phone etiquette and communication skills.
- Ability to prioritize and work well with strict guidelines and deadlines.
- Proficiency in computer operations and Microsoft Office is required.
- Proficiency in computer operations and Google Drive required.
- Proficiency in social media platforms required.
- Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills with friendly, professional demeanor.
- Superior organizational and follow-up skills.
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- Successfully complete background screening as required by Miami-Dade County Public Schools.
- Ability to be on premises (Little Haiti) at least 3 days per week