

VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

City of Richmond Office of Multicultural Affairs

www.Richmondgov.com

Availability: Offered fall, spring and summer.

Internship Contact: Tanya Gonzalez, Manager 4100 Hull Street Road Richmond, VA 23224 646-0145, Tanya.Gonzalez@Richmondgov.com

The Hispanic Liaison Office was created in response to the rapid rise of the Latino population in the City of Richmond. Since the Hispanic Liaison Office opened in 2004, the office has offered a clear point of access for community resources and a welcoming front door for Latinos moving into or residing in the City of Richmond.

Intern's Responsibilities: Duties will include interacting with internal and external customers, data entry, assisting with special projects, and providing office support such as answering phones, filing, organizing reference library, copying and other tasks as assigned.

Language/Skill Requirements: The intern must have the ability to speak and write fluently in both English and Spanish. The intern should also demonstrate strong customer service skills and the ability to work with diverse populations as well as professional customers. The position also requires computer skills in Word, PowerPoint, Excel and Outlook.

A description of the skills and experiences that interns will acquire:

Increase and improvement in language skills

Customer service

Interacting with international populations

Increase in knowledge of city government and Richmond community

Hours & Pay: Hours vary. Office is open from 9-5 Monday through Friday. • These are volunteer positions. Some course credit may be available. The HLO works with several VCU programs to offer course credit through hours served.

Application Process: Please contact Tanya Gonzalez via email. Candidates should submit resume. Additional forms may be required. Interview with OMA staff prior to acceptance.

Updated: 1/26/2015