



Position: Volunteer and Outreach Intern

Reports to: Deputy Director

Availability & Time Commitment:

Summer: July and August—20 plus hours a week as available

Academic year: One or more semesters; 15 hours minimum per week

**We're flexible and willing to work around an existing commitment.*

826 Seattle is looking for an intern to support our volunteer program and outreach efforts. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to 826 Seattle.

Description

826 Seattle is a nonprofit writing and tutoring center dedicated to helping youth, ages six to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around our belief that great leaps in learning can happen with one-on-one attention and that strong writing skills are fundamental to future success.

The ideal Volunteer and Outreach intern is someone who is a people person. It would be an individual who relates well to youth of all ages and takes pleasure in working with a variety of people. We seek someone who receives great joy from helping others, loses track of time in this pursuit, has an appreciation for nuanced and intelligent humor, and the ability to work in a fast-paced, frenetic environment. Most important, this person deeply understands that the heartbeat of the 826 Seattle is our volunteer core, and we value them tremendously. We desire someone who wants to join our team, and who would take great pride in continuing to build this community of support around our organization.

Duties/Responsibilities

- Works with the Deputy Director and Volunteer and Outreach Coordinator to maintain and build 826 Seattle's volunteer core programs.
- Providing assistance with the volunteer program, including:
 - Processing volunteer application forms
 - Scheduling volunteers for all our programs and the GSTS store
 - Preparing volunteer orientation packets
 - Data entry related to volunteer tracking and database maintenance
 - Developing and facilitating thoughtful appreciation events
- Providing assistance with outreach needs, including:
 - Identifying opportunities to promote our volunteer program
 - Recruitment of a diverse pool of volunteers
 - Assist with managing info table at events
 - Correspondence as needed
- Other related activities to support the work of 826 Seattle on an as needed basis



Ideal Qualities

- Outgoing individual who has experience working with a wide range of people with diverse needs
- Desire to work with a variety of people of all ages
- Passion for the betterment of youth
- Strong verbal and written communication skills
- Positive attitude, flexibility, and problem solving mentality
- Responsible self-starter, task- and detailed-oriented
- Must be familiar with basic office programs (Mac Platform) and data entry
- Above-average, bordering on exceptional, organizational skills
- Has patience, stamina and flexibility to work in a busy, active environment with constant interruption
- Previous experience as an administrative assistant a plus
- Human Resources, Social Justice, Management or related majors preferred

To Apply

Please email a resume and letter of interest to yoko@826seattle.org expressing your desire to apply for our internship and a few words about what you are studying. You may also send these to us at:

Yoko Ott
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