

Civic Boot Camp Intern (5 Months)

About Seattle CityClub

Seattle CityClub is a nonpartisan, 501(c)3 nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors, and generations to inform and engage residents and community leaders.

About the Role

We are looking for individuals with a passion for civic engagement and interest in developing, evaluating, and facilitating programs. This is a temporary, part-time position running from late January to early June with an average of 10 hours per week in addition to attendance at CityClub programs.

Because we're a small nonprofit, you'll get the opportunity to interact with all the departments and get a deep understanding of the inner workings of a nonprofit. We'll try to accommodate the curriculum to your interests and provide training in marketable skills.

The primary focus of this internship is to work with the Civic Boot Camp Coordinator on the Civic Boot Camp and Democracy in Action programs. Civic Boot Camps are full-day, immersive programs for participants to explore key issues in their community and to learn how to get involved. Issues addressed in 2020 will include healthcare, environment, neighborhoods, and democracy. Democracy in Action programs are new evening workshops that help participants explore community issues and how to address them.

This opportunity is unpaid, but CityClub will provide an ORCA card, opportunities for professional development, free attendance to CityClub programs, and a 24/7 membership to the Impact Hub co-working space.

Responsibilities

- Research:
 - Speakers, venues, caterers, partner organizations, site visit locations, venues and hosts.
 - Resource list of current articles, books, videos, websites and other resources.
 - Volunteer activities in the community related to the topic.
 - Data related to the topic.
- Assist Civic Boot Camp Coordinator to:
 - Attend meetings (as needed) with community partners when developing and planning CBCs
 - Schedule and meet with (as needed) speakers, caterers, venues and site visits
 - Create and edit Salesforce campaigns to track speakers, partners and participants.
 - Setup, cleanup and facilitate the event
 - Create/revise CBC program evaluations and compile results after the CBC.
 - Follow-up with participants after the CBC with more information and suggestions for involvement.



- Assist Marketing and Communications manager to:
 - Develop flyers and programs, market to the program to various organizations (phone calls and emails) and market to social media.
 - Create and edit Eventbrite event listings.
 - Create workbooks for each CBC participant.
- Assist Program Manager with other programs (like Civic Cocktail) as needed.
- Other tasks as assigned.

Desired skills/experience

- Software – Familiarity with Salesforce (or experience with databases), MS Suite (especially Word and Excel), Eventbrite, Adobe In-Design, Gmail.
- Ability to multi-task and track tasks and deadlines.
- Good verbal and written communication skills (especially via email, on the phone and in-person).
- Commitment to community-based programming and DEI principles.
- Comfort working with communities of color.

To Apply

Email resume and cover letter to Jeff Carter, Civic Boot Camp Coordinator, at jcarter@seattlecityclub.org.