

Seattle CityClub Intern

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

CityClub is looking for individuals with a passion for civic engagement and an interest in developing, evaluating, and facilitating programs. This temporary, part-time position running throughout 2020 will average 10 hours per week in addition to attendance at CityClub programs.

Because we're a small nonprofit, you'll have the opportunity to interact with all CityClub 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 will be working with the Program Manager on a variety of CityClub programming, including Civic Cocktail, Washington State Debate Coalition, Civic Health Index, Annual Fundraiser, and Year in Review. We will attempt to place you on one program that is best suited for your skills and goals.

This opportunity is unpaid, but CityClub will provide an ORCA card, opportunities for professional development, and free attendance to CityClub programs.

Responsibilities

- Research:
 - Speakers, venues, caterers, partner organizations, and hosts.
 - Data related to the program's topic.
- Assist Director of Civic Engagement to:
 - Attend meetings (as needed) with partners.
 - Schedule and meet with (as needed) speakers, caterers, venues.
 - Perform site visits (as needed).
 - Create and edit Salesforce campaigns to track speakers, partners, and participants.
 - Setup, cleanup, and facilitation of events.
 - Create/revise program evaluations and compile results after events.
 - Follow up with participants after events.
 - Critically analyze programs for future improvements.
- Other tasks as assigned.

Desired skills/experience

- Familiarity with Salesforce (or experience with databases), MS Suite, Eventbrite, Google Suite.



- Ability to multi-task and track tasks and deadlines.
- Good verbal and written communication skills.
- Commitment to community-based programming and Diversity, Equity, and Inclusion principles.

To Apply

Email resume and cover letter to Alexander Wheeler, Director of Civic Engagement, [awheeler\(at\)seattlecityclub.org](mailto:awheeler@seattlecityclub.org).