



Seattle CityClub is seeking an intern with a passion for civic engagement, interested in developing programs and supporting our Program Specialist to be our next **Civic Boot Camp Intern.**

**Position Details:** Reports to the Program Specialist and provides support to the Civic Boot Camp and Civic Field Trip programs. Applies a diversity, equity, and inclusion (DEI) lens to all areas of work.

**Start Date:** Flexible; could start as early as Monday, April 26, 2021.

**Compensation:** Unpaid; access to networking and professional development with our Board, corporate, and community partners; opportunity to attend all of programs for free.

**Job Description:**

- Attend Civic Boot Camp virtual events on June 4, Jun 11, and June 18 (Native American and Indigenous Civic Engagement), and May 19 and May 20 (topic TBD)
- Research organizations and potential speakers
- Research and compile resource materials for program participants
- Support the development of questions, organization, and facilitation of pre-program interviews
- Support in outreach and promotion of programs to affinity groups and interested organizations
- Participate in programs and capture the time stamps of key moments and important questions or quotes

**Desired Attributes:**

- **Inclusive:** Knowledge of and experience working on initiatives and within organizational cultures with a focus on diversity, equity, and inclusion.
- **Collaborative:** Team player who can listen and put other ideas first, when needed, and create inclusive environments, open conversations and authentic connections.
- **Diplomatic:** Can thoughtfully provide and receive constructive feedback.
- **Responsive:** Action-oriented contributor who understands urgency around deadlines and can think quickly, gather input, and respond under pressure.

- Enthusiastic: Can maintain a consistent, positive attitude in a fast-paced and sometimes stressful work environment, and serve as a model for others.
- Strategic: Proactive thinker who can anticipate challenges and envision opportunities; strategic planner in the development of new and existing programs.
- Agile: Able to navigate change with grace and work in ambiguous situations at times.
- Communicative: Can connect with others in person, over email, and on calls in a clear, professional, and compelling manner.
- Self-starter – Able to work independently and remotely to responsibly complete projects.
- Organized: Passion for ensuring a high attention to detail in all areas of work.

#### Qualifications:

- Ideally, some experience working in a professional office environment and familiarity with Google Suite, Microsoft Office, and Salesforce.
- Commitment to community-based programming and DEI values; comfort working with people from diverse communities and with different perspectives.
- Well-organized with the ability to manage many programs and deadlines at one time while ensuring high-quality results.
- Excellent, proactive interpersonal communication skills.
- A passion for civic engagement and civil discourse, and the belief in the power of an engaged citizenry to shape the public issues that affect all our lives.

**Organization Description:** 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. Every year, Seattle CityClub serves over 30,000 Puget Sound residents in person and online and reaches over 1 million Washingtonians through broadcast.

Civic Boot Camps are a series of interactive webinars to address critical issues in Seattle and the Puget Sound region and give participants the knowledge and inspiration to take action. Webinars are supplemented with pre-recorded interviews and a comprehensive collection of resources.

Civic Field Trips are the custom version of the Civic Boot Camps sponsored by the Gates Foundation to familiarize Gates Foundation staff with issues addressed by the Foundation and Grantees in the local area and inspire them to get involved in their communities.

**To Apply:** Apply by emailing your resume and a cover letter to jobs (at) seattlecityclub.org. Applications will be reviewed until the position is filled. Please reference the job title in the subject line.

*Seattle CityClub is proud to be an equal opportunity employer and is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equally valued and supported.*