

PROGRAMS

ASSISTANT

Open Internship



ABOUT THE INTERNSHIP

Interns will gain hands-on experience in diverse nonprofit tasks, including administrative work, event planning, community outreach, resource referral research, public speaking, communications, problem-solving, graphic design, marketing, and more. This internship offers valuable insights into nonprofit operations, helping students refine existing skills or acquire new ones.

RESPONSIBILITIES:

- Assist staff with coordinating community events that help promote cross-cultural understanding.
- Learn about basic administrative tasks such as emailing, scheduling meetings, etc.
- Be involved in community outreach that helps raise awareness on issues impacting the BIPOC community.

QUALIFICATIONS:

- Interested in the nonprofit sector.
- Organized with good time management skills.
- Strives to be an effective and professional communicator both verbally and in writing.
- Strong interpersonal skills and ability to work collaboratively with others.
- Interest in community engagement and outreach.
- Must be comfortable using a computer and relevant software programs like Google Suite, Microsoft, Adobe PDF, scheduling apps, and Canva.



CONTACT ME:



SCAN ME!



360-326-8565 ext. 3



elviasd@odysseyworld.org



www.odysseyworld.org

ESSENTIAL INFORMATION

TIME COMMITMENT

| | SUN | MON | TUES | WED | THURS | FRI | SAT |
|-----------|-----|-----|------|-----|-------|-----|-----|
| Remote | | | | | | | |
| In Office | | | | | | | |

**Hours are subject to change depending on timing constraints for specific work tasks, and flexibility with listed time frames can be negotiated.*

STAFF CONTACT INFO

The Volunteer and Internship Coordinator, Elvia Santos Dominguez, will be your primary supervisor, please reach out to her with any questions or concerns you might have throughout your internship. Below is the contact information for her and other staff you will be collaborating with throughout your internship.

| Name | Elvia S.D | Miracle J. | Abby H. | Karen M. |
|--------|--------------|--------------|--------------|--------------|
| Number | 360.223.6819 | 564.208.1840 | 360.773.6129 | 509.218.2240 |



ESSENTIAL INFORMATION

TASKS

Interns will be utilizing Monday.com to track and communicate the progress of their assignments and project.

TIME COMMITMENT

This is a part-time position of up to 5 hours per week working per the days listed below. *

This position has the tentative start date of Monday, March 11 and end after 12 weeks on Monday, June 3, 2024.

| | SUN | MON | TUES | WED | THURS | FRI | SAT |
|-----------|-----|-----|------|-----|-------|-----|-----|
| Remote | | | | | | | |
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