



## **JOB DESCRIPTION**

Position: **Act Six Program Intern**

Classification: Intern

Status: Part-time

Reports to: Director, Act Six Tacoma-Seattle

Location: Tacoma, WA

Updated: August 2022

## **POSITION SUMMARY**

An effective communicator and attentive to detail, the **Act Six Program Intern** will collaborate with the Act Six Program Team at Degrees of Change to promote the Act Six program in Tacoma-Seattle, Washington through its recruitment and selection seasons.

Self-motivated and detail-oriented, the Act Six Program Intern will support the program team and play a key role in helping to ensure that the Act Six program operations run smoothly.

**The Act Six Program Intern will gain valuable** experience in youth leadership and scholarship development programming. They will deepen their organizational skills and understanding of how non-profit organizations operate.

## **EXAMPLES OF SPECIFIC RESPONSIBILITIES**

- Input contact information from eligible prospects.
- Visit local high schools to talk about program opportunities.
- Develop content for DoC social media sites.
- Help coordinate volunteers at major selection events (twice during the year).
- Provide support to the program team on ad hoc program-related projects as assigned.
- Provide the highest quality customer service and delivery of accurate and excellent information.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Commitment to the mission and values of Degrees of Change.
- Pursuing a college degree.
- Deep commitment to educational, racial and economic equity.
- Effective communicator with strong presentation and writing skills.
- Strong organizational, administrative and interpersonal skills.
- Self-motivated, detail-oriented, flexible and receptive to constructive feedback.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).

**TO COLLEGE AND BACK. TOGETHER.**

We prepare diverse, homegrown leaders to succeed in college and use their degrees to build more vibrant and equitable communities.