



JOB DESCRIPTION

Position: **Seed Internship Program Intern**

Classification: Intern

Status: Part-time

Reports to: Manager, Seed Internships

Location: Tacoma, WA

Updated: August 2022

POSITION SUMMARY

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

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

The Seed Internships Program Intern will gain valuable experience in youth leadership and career training 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.
- Develop strategies for recruitment of program participants and businesses.
- Provide support to the Seed Internships team on ad hoc program-related projects as assigned.
- Develop content for DoC social media sites.
- Help coordinate volunteers at major selection events.
- 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.