



Internship description: Community Resources Internship

northwest
youth services

organization information

Position Title: Community Resources Internship

Location: Whatcom County

Reports to: Enrollment Services Manager

Hours: flexible; approximately 10 hours per week

Wage Range: Unpaid, service-learning internship

Duration of Internship: TBD; paid position(s) are not guaranteed at the completion of an internship

Women, people of color, transgender individuals, alumni of foster care, those who have experienced youth homelessness and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

internship mission

This position contributes to NWYS's success by creating a Community Resources Manual for NWYS staff who work directly with young adults. This manual created by the intern will provide much needed clarity, efficiency and ease for our staff when navigating available resources within the community. This manual can also be distributed directly to young adults to help them navigate available resources independently.



learning objectives

This internship will allow an intern to learn about community resources and how these resources can be utilized by human services organizations to serve clients.

core competencies

To complete the internship successfully, the individual should demonstrate the following competencies:

Mission Focused: Incorporate mission into daily activities; communicate mission and interpret application for staff.

Learning Agility: Seeks to improve knowledge, skills, and abilities in related service areas. Accepts and is receptive to supervision, accepts direction and integrates feedback.

Self-Objectivity: Know personal strengths and limitations; open to and seeks feedback for self-improvement.

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Composure: Respond calmly to stressful circumstances.

Integrity: Must be honest and take responsibility for actions.

High Standards: Model excellence; hold staff accountable for quality outcomes; require continuous improvement.

Active Listening: Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth and others.

Informal Communication: Clearly articulate information, opinions, and ideas.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

Positive Impact: Have a passion for NWYS' mission and vision; display a positive attitude.

key responsibilities

- Through independent research or instructions, learn the steps required to utilize community resources (community resources include, but are not limited to: getting an ID, government phone, reduced WIFI, health insurance, SSN card, SNAP, ABD, SSI, and SSDI, free or reduced glasses, Medicaid, DVR, foster care, and extended foster care);
- Create a training manual and/or pamphlet to instruct staff and young adults on how to utilize community resources; and
- Ask questions & take advantage of learning opportunities

qualifications

Minimum Qualifications:

- High school diploma or GED;
- Knowledge and understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Strong organizational skills, attention to detail and ability to prioritize multiple and varied tasks
- Strong computer skills, with knowledge of Microsoft Office products, Adobe, and other related business and communication tools;



- Excellent written communication skills
- Proof of Washington State Driver’s License, driving record, and auto insurance;
- Requires proof of full COVID-19 vaccination (may consider accommodation for medical or religious reasons); and
- Requires background checks.

Preferred Qualifications:

- Experience with graphic design

Application Instructions: Please e-mail your resume, cover letter, and application (PDF found at <https://www.nwys.org/jobs>) to humanresources@nwys.org. In your cover letter please address your experience related to the position and list how you meet the required minimum and preferred qualifications. For more information about Northwest Youth Services please visit our website at <https://www.nwys.org>

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status.

