



# Internship description: Community Engagement Intern

**northwest**  
youth services

## organization information

**Position Title:** Community Engagement (Intern)

**Location:** Whatcom County

**Reports to:** Senior Director of Community Engagement

**Hours:** flexible; approximately 15-18 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 internship contributes to NWYS's success by assisting with administrative duties within the Community Engagement pillar. The intern position is in place to provide a learning opportunity to the intern. However, the agency welcomes insights, thoughts, and areas of expertise from all levels within the agency.



## learning objectives

This internship will allow an intern to gain experience in building professional relationships with community members and volunteers through direct events, outreach, and administrative upkeep duties. The intern will learn about how the NWYS engages with the community on a broader scale. In addition, the intern will learn about how in-kind donation and volunteer management systems work.

## 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

- Promote NWYS's mission, and inform the community about NWYS's services and role in the community;
- Ensure all NWYS documents are branded accurately;
- Greets and assists guests and community members at the front desk;
- Assists with presentations about community awareness and programs to community entities/stakeholders;
- Recruits and provides information about support opportunities that ensure local community members volunteer for our two annual events
- Assists with organizing and processing in-kind donations;
- Support in handing out and posting event flyers

## 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;
- Detail oriented with strong organizational and time management skills;
- Proficient with general office machines;
- Requires proof of full COVID-19 vaccination (may consider accommodation for medical or religious reasons); and
- Requires background checks.

**Preferred Qualifications:**

- Degree in a Business, Communications, or related field

**Application Instructions:** Please e-mail your resume, cover letter, and application (PDF found at <https://www.nwys.org/jobs>) to [humanresources@nwys.org](mailto: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.

