



**northwest**  
youth services

## Internship description: Healing Table Intern

### organization information

**Position Title:** Healing Table Intern

**Location:** Whatcom County

**Reports to:** Director of Radical Intervention

**Hours:** 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 assisting the Director of Radical Intervention with the production, distribution, and promotion of the Healing Table Podcast. The intern is expected share creative ideas and insights, while also learning about podcast production.



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## learning objectives

This position is in place to introduce someone to podcast production. The intern will practice generating creative discussion ideas, engaging in thoughtful dialogue, editing, distributing, and promoting the podcast.

## 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

### Responsibilities:

Assist the Director of Radical Intervention with the following tasks:

- Assist in the preparation, facilitation, and promotion of the Healing Table Podcast including:
  - Work with the Director of Radical Intervention to develop podcast topics and questions;
  - Schedule 2-episode filming sessions per month;
  - Identify, contact, and schedule guest speakers with approval from supervisor;
  - Be the main point of contact for videographer for editing questions and assets needed;
  - Generating captivating ideas to engage and involve the community around the Healing Table;
  - Remain committed to healing centered engagement;
  - Promote awareness of the Healing Table Podcast through various media channels;
  - Assist Associate Director of Creativity and Design on any social media campaigns relating to the Healing Table Podcast;
  - Ask questions and take advantage of learning opportunities; and
  - Other duties as assigned relating to the Healing Table Podcast.

## qualifications

### Minimum Qualifications:

- High school diploma or GED;
- Knowledge of Microsoft Office software including Word, Excel, Access, Outlook, Publisher;
- Knowledge and understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities;
- Careful attention to detail and strong organizational skills;
- Ability to work in a fast-paced environment, manage many different ongoing projects and meet deadlines;
- Excellent written and interpersonal communication skills;
- Requires proof of full COVID-19 vaccination (may consider accommodation for medical or religious reasons); and
- Requires background checks.

**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.