

Title: Program Intern
Reports To: Associate Program Manager
Location: Seattle, WA

About Global Visionaries

Global Visionaries (GV) is a 501c(3) nonprofit legal institute located in Beacon Hill, Seattle. GV empowers young people to become global leaders in creating a just and sustainable future. The year-long Leadership Program provides youth a global perspective empowering them to understand the intrinsic relationships between local and international social and environmental justice issues.

Position Summary

The Global Visionaries Program Internship is designed for individuals who wish to gain hands-on experience with nonprofit's programs development and student recruitment. The Intern will work directly with the Program Manager to assist with program planning, administration, student recruitment, and evaluation.

Specific duties include, but are not limited to

- Assist with recruitment plan and support the execution of calendar of events
- Coordinate volunteers for major recruiting events (e.g. Parent Information Nights)
- Be familiar with GV's student application and selection process to answer questions from parents, students, and community
- Outreach to program participants and local nonprofits to communicate and cultivate relationships
- Maintain data entry and prospective applicant database
- Accommodate with Program Start-Up tasks (e.g. text updates, emails)
- Support staff in other administrative tasks as needed
- Assemble materials for program events (e.g. retreats, meetings, etc.)
- Assist with updating and maintain GV's campaigns, tracking, and contact information databases using program including Salesforce, excel, and Constant Contact
- Create job descriptions and training manuals for future interns

Qualifications

- Possess an interest in a nonprofit career
- Possess an interest in youth development
- Unimpeachable ethical standards and personal integrity
- Strong interpersonal skills and attention to detail
- Demonstrate a basic understanding of social and environmental justice issues
- Knowledge of Microsoft Office applications and light website administration
- Familiarity with popular education pedagogy and/or teaching techniques
- Ability to manage multiple tasks and work effectively in a team environment
- Demonstrated desire to learn
- Creative, genuine, and positive mindset

Hours, Start Date and Duration

Flexible within business hours (9:00 am- 6:00 pm). A firm commitment of 10-20 hours per week is required. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends.

The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

This is an unpaid internship. However, there is an allowance for school credit (CPT/OPT eligible) if permitted by the college/university of the applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

How to Apply

Email cover letter, resume, and the supplemental questionnaire to officemanager@global-visionaries.org with a subject line of "Application for Program Intern".