

**Title:** Program Intern

**Reports To:** Program Manager, Program Director

**Location:** Seattle, WA (temporarily remote)

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## About Global Visionaries

Global Visionaries (GV) invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. We serve over 200 students from the US and 100 students from Guatemala annually. Through youth-led retreats, workshops, service projects, and a two-week immersion in Guatemala, our participants report a new capacity to be agents of change. [www.globalvisionaries.org](http://www.globalvisionaries.org)

## 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
- Assist Program Manager with building curriculum for youth participants

## Qualifications

- Possess an interest in a nonprofit career
- Possess an interest in youth development
- Experience teaching and/or working with youth
- 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
- Second language and international travel experience helpful but not required
- Experience with managing social media sites like Facebook, Instagram a plus

## Hours, Start Date and Duration

Flexible within business hours (9:00 am- 5:00 pm). 10-15 hours per week is desired. 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.

**Send Cover Letter & Resume to [programs@global-visionaries.org](mailto:programs@global-visionaries.org) with Program Intern and your last name in the subject line.**