



Nonprofit Administration Internship (Unpaid)

About the Organization:

Located in Tacoma, Washington and established in 1972, Rebuilding Hope! Sexual Assault Center for Pierce County offers support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration, Rebuilding Hope! improves the community's response to sexual assault and abuse victim-survivors and challenges the behaviors and beliefs that promote sexual violence.

About the Internship:

Your work as a Nonprofit Administration Intern (unpaid) provides support in day-to-day administrative support activities that can include office maintenance and front-desk reception, email, phone, mail and fax communication support, creation, delivery and filing of documents and files and support towards outreach, public relations, marketing and fundraising. This position is also a Google Suite and internet research heavy position. It is perfect for someone who is interested in nonprofit administration and development, has strong customer service and computer skills, and can work independently while maintaining a positive working relationship directly with Administrative staff to include the Agency Administrator, Development Manager, Executive Director and Contractors.

We strive to support interns' needs and desires by facilitating frequent and comprehensive supervision (discuss progress and performance and to set future performance goals) with our interns to determine what projects and tasks will enable interns to gain knowledge and skill in what they have come to the agency to learn. The agency is seeking intern candidates who want to learn the actual demands, skills and processes of nonprofit administration and management while supporting current projects that are a priority for the organization. Your work can make a difference and offer direct support to the agency staff and volunteers who focus on the direct delivery of survivor services to individuals and families recovering from sexual trauma.

Nature of Work and Required Commitment:

As this position is task-oriented and project-driven, it requires flexibility for the fluctuating agency workload. Ideal candidates for an internship can offer at least 8 hours of support per week with a minimum of a 6 month commitment and general availability between Monday-Thursday during operating hours.

Access and use of reliable transportation is required for this internship to guarantee on-site support at the agency's Tacoma office. All intern candidates are subject to clearing a criminal background check prior to the start of their internship. All interns are required to adhere to agency policies and procedures during the course of their internship.

Approved mileage and expenses incurred during the course of this internship are eligible for reimbursement. All interns are provided a Google Workplace account and other applicable IT software and hardware resources to conduct assigned work during the internship.

Scopes of Work Include (but are not limited to):

- Office Administration
 - Front desk reception support
 - Facilities and equipment maintenance
 - Document & file creation and maintenance
- Marketing & Communications



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- o Social Media & website support
- o Graphic design
- o Content development
- Development & Stewardship
 - o Event planning and support
 - o Donor outreach, acknowledgement and stewardship
 - o Procurement support
- Nonprofit Management
 - o Management and Board support
 - o Accreditation
 - o HR support
- Outreach
 - o Scheduling and coordination
 - o Attending outreach events and activities
 - o Supply procurement and organization

Qualifications:

- Advanced clerical and computer skills
- Strong organizational and communication skills
- Intermediate to advanced in Google Suite
- Ability to multitask, work independently, and take initiative
- Ability to maintain confidentiality of all aspects of job responsibilities
- Excellent research skills and attention to detail
- Desire to continuously learn and confidence asking questions
- Ability to interact professionally with diverse groups including vendors, agency staff, board members, community stakeholders, elected officials, donors, agency partners and legal, medial and social work system professionals

To Apply:

To be considered, please email to Administration@hopesacpc.org your current resume with a brief statement about your interest in this internship, including any specification to particular scope(s) of work you are interested in gaining experience in:

- Office Administration
- Marketing & Communications
- Development & Stewardship
- Nonprofit Management
- Outreach