



PEACE WORKS COORDINATOR (INTERN)

Location: RCF Office (203 East 4th Avenue, Suite 402, Olympia, WA 98501)

Duration: Spring Internships are February-May

Compensation: Unpaid internship, students may receive course credit

Training: Orientation and ongoing training will be provided by RCF staff

INTERNSHIP OVERVIEW

Help the Rachel Corrie Foundation organize, promote, and evaluate our 11th Annual Peace Works! The Peace Works Coordinator/Intern will work with the Peace Works Planning Committee and Program Manager to help plan for RCF's 2017 Peace Works event. The ideal intern will have experience or very strong interest in event development and management, outreach, communications, meeting facilitation, working in a committee, and will be available on weekends and evenings for some meetings and functions. See below for a list of possible tasks you'll be responsible for. You may also have the opportunity to coordinate one-time events (visiting speakers, book tours, emergency protests, etc.) or other ongoing events through your internship (Olympia Spring Arts Walk, March 16th, etc.).

MAJOR RESPONSIBILITIES

- Attend Peace Works Planning Committee meetings to discuss event possibilities and planning needs.
- Assist the Program Manager with logistical planning needs including event location, program scheduling, speaker logistics, and travel accommodations, etc.
- Assist in maintaining previous Peace Works co-sponsorships and help with developing new fundraising strategies;
- Assist with developing event goals and target audiences;
- Provide support for planning and schedule necessary meetings related to Peace Works;
- Develop and design event promotional material including FB event page, flyers, Save the Dates, and programs.

QUALIFICATIONS

- Demonstrated commitment to the RCF mission;
- Desire to work in non-profit setting preferable;
- Excellent written and verbal communication skills;
- Good organizational skills, self-motivated, attention to detail, and the ability to juggle several tasks while meeting deadlines;
- Proficient with Microsoft Office (Publisher), Google Drive, and/or databases.

TO APPLY: Please complete our online [Intern Interest Form](#). Upon review, RCF will then contact you for an interview.