



## **NON-PROFIT ADMINISTRATION INTERN**

**Location:** RCF Office (203 East 4<sup>th</sup> Avenue, Suite 402, Olympia, WA 98501)

**Duration:** Spring Internships are February-May; Summer Internships are May-August

**Compensation:** Unpaid internship, students may receive course credit

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

### **INTERNSHIP OVERVIEW**

The Non-Profit Administration Intern will gain non-profit management experience by supporting Rachel Corrie Foundation personnel with office communications, data entry, organization of educational materials, filing, maintaining office hours, organizing tabling outreach, volunteer and intern recruitment, recording committee meeting minutes, and a variety of ever-emerging office tasks. The intern will work directly with the Administrative Manager in support of RCF staff and programs.

### **RCF Program areas the internship will support (but not limited to):**

- The 10<sup>th</sup> Anniversary of PeaceWorks, PeaceWorks 2016: "Reflection and (Re)generation: Past and Future Works"
- Olympia Arts Walk
- 2016 RCF Sports Initiatives
- Shuruq III: Olympia Arab Festival
- Boycott, Divest, Sanctions (BDS) workshops and activism
- Volunteer & Internship Development
- Fundraising & Development Initiatives

### **MAJOR RESPONSIBILITIES**

- Manage systems for recording and tracking campaign and organizational outreach contacts;
- Field volunteer and internship inquiry calls and emails;
- Develop and design administrative materials, organize existing materials;
- Help manage online databases and create systems for shared online resources;
- Participate in key RCF events, and occasionally represent organization at outreach events;
- Provide support for planning and scheduling staff and committee meetings and trainings;
- Participate in campaign and organizational building activities.

### **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, Google Drive, and/ or databases.

**TO APPLY: Please e-mail your completed Intern Interest Form to [info@rachelcorriefoundation.org](mailto:info@rachelcorriefoundation.org). Upon review, RCF will then contact you for an interview.**