



Internship – Development
Location: Downtown Seattle, WA
Number of openings: 2

Description:

Northwest Immigrant Rights Project (NWIRP) promotes justice for low-income immigrants by pursuing and preserving their legal status. We focus on providing direct legal services, supported by our education and public policy work. An exciting and dynamic nonprofit immigrant rights organization, NWIRP has been in operation for 28 years serving low-income immigrants and refugees from around the globe.

Position Summary:

The Development intern will work closely with the Development Director, Development Associate and the team members responsible for corporate sponsorships, grant writing, donor communications, special projects, and web maintenance. By participating in the daily activities of the department, the candidate will be introduced to all aspects of the development department at a mid-sized non-profit organization. Through various assignments, the development intern will have the opportunity to learn about nonprofit fund raising, marketing and event planning. This is an entry-level internship, where training is available for the right person. **This experience will be very beneficial to individuals pursuing their career towards non-profit work, Law, Societies & Justice, Social Work, Public Administration, Communications, or Marketing.**

Qualifications:

The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience

- Must be an undergraduate/ recent graduate from an accredited college
- Personal passion for immigrant rights work with a belief in the mission and values of Northwest Immigrant Rights Project

Required computer skills

- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Knowledge of using Internet

- Social Media competency (Facebook, Twitter, LinkedIn) and web proficiency

Knowledge/ Skills/ Abilities

- Strong research, writing, oral communication and interpersonal skills
- Ability to work independently and in a team environment
- Must be self-motivated
- Ability to be flexible and adapt to a diverse workload
- Excellent time management and organization skills
- Must be outgoing and have a friendly personality

Start Date: January 23, 2012

End Date: March 19, 2012

Hours per week: 10-35

Compensation: Unpaid

How to apply:

Please send your cover letter and resume via email to Kori Jock, Northwest Immigrant Rights Project Development Associate at kori@nwirp.com with the subject line Development Intern. The application deadline is January 17th, 2012, with interviews taking place on a rolling basis.