



Internship – Events
Location: Downtown Seattle, WA
Number of openings: 1

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 Events Intern will work closely with the Development Director and Development Associate and other development staff to arrange Northwest Immigrant Rights Project's annual events. This position will be responsible for assisting in several areas of event planning, largely involving our guest process, volunteer coordination, registration management and data management. Through various assignments including small and large-scale events, the events 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
- Previous event experience required

Required computer skills

- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Knowledge of using Internet
- Database management experience a plus

- Social Media competency a plus

Knowledge/ Skills/ Abilities

- Strong written and oral communication skills
- Excellent customer service skills/attitude
- Ability to work independently and in a team environment
- Must be self-motivated, driven and confident
- Comfortable working with diverse cultures and environments
- Excellent time management and organization skills
- Must be outgoing and have a friendly personality
- Ability to be flexible and adapt to a diverse workload

Start Date: January 23rd, 2012

End Date: June 1st, 2012

Hours per week: 6-10

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.org with the subject line Events Intern. The application deadline is January 17th, 2012, with interviews taking place on a rolling basis.