



POSITION: Programming Intern

REPORTS TO: Programs Manager

AVAILABILITY & TIME COMMITMENT:

Summer: July and August – 12-15 hours a week as available

Academic year: One or more semesters; 10 hour minimum per week

**We're flexible and willing to work around an existing commitment.*

The Greater Seattle Bureau of Fearless Ideas is looking for an intern to support all areas of programming. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to The Greater Seattle Bureau of Fearless Ideas.

DESCRIPTION

The Greater Seattle Bureau of Fearless Ideas believes that the power of words, well-written and well-spoken, can open doors to important opportunities. Our tutoring, writing, and publishing programs prepare young people ages 6 to 18, for a successful future by developing strong writing skills, championing diverse communication styles and motivating young people to share their stories. All programs are free and open to families from any socio-economic background.

The ideal programming intern is someone who relates well to youth of all ages and is inspired by helping them find the best ways to learn. We seek someone who takes great joy in helping others, loses track of time in this pursuit, has an appreciation for nuanced and intelligent humor, and the ability to work in a fast-paced, frenetic environment. Most importantly, this person deeply understands the value of dotting all those 'i's and crossing all those 't's and is not intimidated in the slightest about using commas.

DUTIES/RESPONSIBILITIES

- Works with the Programming Team to execute the core programs of Fearless Ideas: o Supporting editing and revision work in preparation for publications
- Assisting with weekly field trips

- Providing in-classroom writing support for in-schools projects o Tutoring during afterschool homework help hours
- Assisting with teaching weekend writing workshop classes
- Provides administrative assistance for all programs, including:
 - o Processing registration/consent/evaluation forms o Preparing teacher folders
 - o Processing registrant information and making reminder calls o Scheduling and recruitment of volunteers
 - o Data entry and database maintenance
- Other related activities to support the work of Fearless Ideas on an as-needed basis
- Assist in creating signage and web materials for the organization. Includes store needs, special events, programming materials, and PR announcements.
- Label and assemble store product with the utmost attention to detail
- Other related activities to support the work of Bureau of Fearless Ideas on an as needed basis

IDEAL QUALITIES

- Outgoing individual who has experience working with people of diverse cultures and a variety of ages
- Passion for the betterment of youth
- Love of writing and teaching
- Strong verbal and written communication skills
- Responsible self-starter; task and detail-oriented
- Must be familiar with basic office programs (Mac platform) and data entry
- Above-average, bordering on exceptional, organizational skills
- Has patience, stamina, and flexibility to work in a busy, active environment with constant interruption
- Office administrative skills
- Bi- or Multilingual a plus
- Kick-ass sense of humor
- Reliable – good at time-telling

TO APPLY

Please email a resume and letter of interest to volunteer@fearlessideas.org expressing your desire to apply for our internship and a few words about why you may be interested in interning.