

**POSITION TITLE:** Community Programs Intern

**DEPARTMENT:** Community Services

**SUPERVISOR:** Heidi Knickerbocker

**QUARTERS:** 1

**HOURS AND COMMITMENT:** 10-20 hours per week for 10 – 12 weeks.

**POSITION SUMMARY:**

This internship provides opportunities to work alongside Opportunity Council’s Community Programs team, learn about local resources and services, and connect with social service providers throughout Whatcom County to help make community resources more accessible to the community. Due to the nature of the work, the majority of hours must be conducted between the hours of Monday – Thursday, 8am – 5pm, however there may be some flexibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

While some internship objectives can be tailored to meet the goals and needs of an intern, the primary focus of this position will be on Database Development and Maintenance for the Whatcom Resource Information Collaborative. Duties include contacting health and human service agencies to update information in resource database, researching new resources for inclusion in database, developing and maintaining effective working relationships with service providers, and proofreading and editing service descriptions in accordance with set guidelines for style and content.

Other duties and responsibilities may include:

- Provide support and conduct research for other community projects as relevant
- Participate in staff meetings and department projects as needed
- Perform outreach activities, which may include direct client service
- Assist with fundraising and donation campaigns if applicable

**DESIRABLE SKILLS:**

- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as a team member
- Basic computer skills
- Excellent customer service
- General knowledge of community resources and social services in Whatcom County
- Desire to learn
- Experience using Airtable
- Experience using Canva

**PHYSICAL REQUIREMENTS:**

- **Mobility and Manual Dexterity:** Sitting for long periods while keyboarding on the computer, performing routine clerical tasks or speaking and taking notes by telephone
- **Visual Discrimination:** Staring at a computer screen while performing routine functions

- **Hearing:** Ability to listen on the phone / over video call
- **Judgment/Temperament:** Much of the work is routine, however, may occasionally be involved in projects that require new ideas or approaches. This position receives routine supervision; work is performed under general guidelines, procedures, and rules; supervisor occasionally reviews work to ensure completion.

**VOLUNTEER REQUIREMENTS:**

N/A

**WORKING CONDITIONS:**

Work will primarily be performed onsite in an office setting following current safety protocols. Limited work may be completed remotely, which requires a reliable phone and internet connection, as well as reliable access to a computer and phone (some accommodations may be available).

**BENEFITS:**

The successful intern will gain professional experience, knowledge of community resources and systems, and connections with social service providers throughout Whatcom County. Letter of recommendation available upon successful completion of internship for candidates who meet or exceed expectations. Internship can be taken for credit.

**APPLICATION DEADLINE:** Open until filled.

**TO APPLY:** Apply online at <http://www.oppc.org/how-to-help/>, please specify "Position Title" in the "Special Skills" section of the application.