

List of 2019 UCBI Community-Based Organizations

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2019 Community-Based Internships

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21 ACRES CENTER

ADDRESS: 13701 NE 171st St Woodinville, WA 98072

MISSION: We inspire action to solve climate challenges by learning as a community to grow, eat, and live sustainably. 21 Acres is a center for sustainable agriculture education and collective action. We offer a range of food and farm-based programs for youth and adults, workshops, events, and tours within the farm, market, and LEED Platinum certified building.

DESCRIPTION OF INTERNSHIP: In this position, you will: plan, prepare, and implement a productive roof garden space to produce food from Spring to Fall; lead and educate volunteers on small space gardening with a focus on urban spaces and food equity; and interact with our community by developing and leading tours for the public.

Interns will also provide maintenance and upkeep of our outdoor growing spaces that focus on production in an urban setting and the plant nursery by: preparing the soil for planting in the spring; plan, source, and start seeds to plant in the spring; and assist the facilities staff with project implementation and data collection.

QUALIFICATIONS:

Required:

- Ability to travel to Woodinville
- Willingness to learn and get dirty
- Ability and willingness to work outdoors, rain or shine
- Ability and willingness to work on uneven terrain and roof with railings
- Ability to use tools such as a shovel and wheelbarrow
- Willingness to work without constant direct supervision to accomplish tasks
- Strong communication skills
- Flexibility and adaptability to change, such as unexpected delays due to the nature of outdoor work
- Basic computer skills for researching and education development
- Wear closed toed shoes and dress for the weather and outdoor work. Bringing rain boots and other raingear is recommended, especially throughout the winter.

Desired:

- Previous experience in gardening/outdoor work
- Plant nursery experience
- Connection to a community that may benefit from our work

SCHEDULE: Preferred days are Wednesday-Saturday between 9:00am-4:00pm when working on-site. Flexible when completing research or other tasks off-site. (The majority of intern's work will be performed on-site.) Tuesdays 9:00am-4:00pm are an option if required.

CASA LATINA

ADDRESS: 317 17th Ave S Seattle, WA 98144

MISSION: Casa Latina’s mission is to empower Latinx immigrants through educational and economic opportunities. Our vision is that the Latinx community participates fully in the economy and democracy of this country. In order to realize this vision, our general purpose is to help Latinx immigrants empower themselves with education, employment, and leadership opportunities. By providing employment opportunities and community support to Latino immigrants we increase their financial stability and social ties so that they can pursue education and leadership opportunities that help them become fully participating members of our communities

DESCRIPTION OF INTERNSHIP: A self-directed project that the intern will be expected to complete could include one of the following:

- Assist in the development and updating of cultural competency training materials for Casa Latina’s volunteer program.
- Assist in the development of a volunteer “Assistant Volunteer Coordinator” position by identifying key gaps in volunteer engagement, researching volunteer needs and interests, developing a list of potential volunteer enrichment activities, etc.
- Develop a training for our community allies and for our annual volunteer retreat.

QUALIFICATIONS:

- Intermediate to advanced Spanish language ability
- Demonstrates cultural competence and a commitment to inclusivity
- Strong interest in social justice and anti-racism work in solidarity with marginalized communities
- Demonstrates flexibility and ability to problem solve in a dynamic work environment
- Able to meet deadlines and project goals, while working independently
- Strong communication skills
- Willingness to adhere to volunteer and workplace policies

SCHEDULE: The intern should be available in the morning between 7:00am and 11:00am (when most of our direct service programming occurs) at least two days a week (specific days TBD). In addition, we would like the intern to be available to attend staff meetings (12:00pm-2:00pm every Wednesday).

COALITION FOR REFUGEES FROM BURMA (CRB)

ADDRESS: 1265 S Main St Suite 309 Seattle, WA 98144

MISSION: Coalition for Refugees from Burma (CRB) promotes the self-sufficiency of all resettled refugees by helping them access services and educational opportunities, while preserving traditional customs. We seek to transform refugees to become advocates of our community, and to provide culturally and linguistically appropriate humanitarian and social support services to improve the living conditions and quality of life for resettled refugees.

DESCRIPTION OF INTERNSHIP: Each summer the Coalition for Refugees from Burma hosts an educational program that focuses on literacy development through community focused subjects such as the environment and healthy living. This program lasts from 3-5 weeks and requires a lot of preparation. A UCBI intern will help develop lesson plans, volunteer training, and classroom management strategies in the months of May and June.

Through the months of January-May the UCBI intern will help in our direct programming by assisting in leading lessons either to our high-school students tutoring program, or in our tech training program for adults.

One of the most important daily administrative tasks for our programming staff is data management. By assisting our team with data entry and data administration, the UCBI intern would be responsible for maintaining our database with current client and volunteer contact information, logging client attendance on a digital platform, logging volunteer hours on a digital platform, and tracking the distribution of reduced price metro bus tickets.

QUALIFICATIONS:

Required:

- Driver's license
- Reliable transportation
- Educational experience (tutoring, teaching assistant, camp counselor; etc)

Desired:

- Ability to speak a language other than English is preferred, not required

SCHEDULE: Our direct service includes after school tutoring on Tuesdays and Thursdays from 2:30pm-4:30pm and Wednesdays from 12:30pm-3:30pm, adult technology training on Saturday and Thursday mornings, and an elementary reading program on weekdays after 3:00pm. We would like our intern to make a commitment to regularly attend, and help lead, at least one of these programming sessions a week.

COMMUNITY ALLIANCE FOR GLOBAL JUSTICE

ADDRESS: 606 Maynard Ave S Rm 102 Seattle, WA 98104

MISSION: Community Alliance for Global Justice is a grassroots, membership-based organization in Seattle that educates and mobilizes to strengthen the food sovereignty movement. CAGJ organizes solidarity campaigns with local groups across the food system - from grocery store workers to farmworkers - and in regional, national, and international alliances and coalitions. CAGJ's AGRA Watch campaign supports African-initiated agricultural programs rooted in agroecological and indigenous farming practices in coordination with African food sovereignty networks to challenge the corporatization of African agriculture led by the Seattle-based Bill and Melinda Gates Foundation and their initiative, the Alliance for a Green Revolution in Africa (AGRA).

DESCRIPTION OF INTERNSHIP: As a part of our commitment to building awareness and story-telling, AGRA Watch has ongoing media and communication projects that a UCBI intern will support and take leadership on. **Specifically a UCBI intern will help:**

- Read the content and then write summaries and synopses of research, publications, reports, and articles from African food sovereignty and farmer partners to post on our blog and lists
- Draft social media posts related to this content
- Work on a team to help implement changes to our educational materials and resources and how these are formatted on our website and blog
- Copy-edit; author an original blog piece on campaign updates and/or analysis
- Co-write communications such as media releases regarding our campaigns
- Support the completion of ongoing research reports (with due credit for any contributions) through further research into specific institutions and actors involved in the public relations of Gates Foundation's agenda
- Write report sections based on outlines

In the event that we pursue other research areas based on outcomes of our strategic planning process, the UCBI intern may take leadership on doing online investigation to these areas, with an expectation to provide a written briefing overview.

As a watch-dog campaign, AGRA Watch maintains ongoing data on the Gates Foundation's grants and investments into agricultural development projects and initiatives. The UCBI intern will take the leadership on spearheading the 2019 organization and research of our database, conducting online research into the Gates Foundation projects (using our protocol and guidelines) with clear documentation of the results.

We expect that the UCBI intern will begin their work day by referencing a shared work-plan that will detail weekly responsibilities. Ultimately, daily tasks may vary to include: reading publications and media from partner organizations and writing summaries for our blog; drafting social media and other communications as described above; updating and formatting blog resources and materials; and research related to our research projects and database.

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QUALIFICATIONS:

Required:

- Strong skills in writing
- Aptitude for social media
- Online research, including checking resources and careful documentation
- Ability to communicate directly and honestly
- Commitment to learning about engaging in anti-oppression practices

Desired:

- Interest in the food sovereignty movement and community-driven development
- Commitment to social, racial, economic justice and global solidarity
- Experience with grassroots organizing is preferred, not required

SCHEDULE: Tuesdays, Wednesdays, and Fridays are preferred days for interns to work out of our office.

COMMUNITY PASSAGEWAYS

ADDRESS: 7728 Rainier Ave S Seattle, WA 98118

MISSION: Community Passageways seeks to eliminate juvenile detention while reducing the quantity and disproportionality of youth arrests and filings in King County. In accomplishing this, we are committed to making King County's juvenile justice system the leader in youth outcomes, public safety, and equity. Community Passageways believes that only as we address the root causes, such as homelessness and criminal justice involvement, which contribute to trauma and expose families to positive opportunities, we can set youth and their families on a positive path to success.

DESCRIPTION OF INTERNSHIP: Our Healing Circle Coordinator is a leadership position that will coordinate our biweekly group therapy sessions and manage data around it. Our healing circles provide a safe space for our youth and young adults to share their trauma or experiences and receive support from community members to heal.

As a Healing Circle coordinator, the tasks that this position includes but is not limited to:

- Setting up the HC room, tracking youth attendance through our database Apricot, gathering youth consent forms, maintaining our HC youth records, researching appropriate services for youth crisis, sending out healing circle notifications to our youth through email, social media posts, etc.

In addition, UCBI interns will have the potential opportunity to be involved as a Apricot Database Lead. This position requires the intern to support the building and provide reports to staff members for grant applications and other necessary documents, case note and service tracking for Community Ambassadors, reaching out to youth and obtaining consent forms for services, as well as making sure each profile is filled out completely. These tasks support not only the administrative team that work behind the scenes, but our Community Ambassadors who work with our youth and young adults in the field.

Additionally, this position will be involved with:

- Data & evaluation by supporting data collection from youth for outcomes and community feedback to contribute to evaluation efforts by the Operations team which informs the agency's strategy
- Assisting Community Ambassadors in any casework related tasks (letters of support, Apricot case notes, booking detention visitations, etc.)
- Submitting referral forms and faxes for client record related needs
- Following protocols or instructions from operations team members for data validation tasks that help maintain the Apricot database
- Creating and updating spreadsheets used to track operational needs that occur on a weekly basis.

QUALIFICATIONS:

- HIPAA Training or experience is preferred, not required
- Competent when communicating private information between team members

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- For Healing Circle Coordinator: driver's license or access to public transportation

SCHEDULE: Community Passageways conducts biweekly Peacemaking and Healing Circles from 6:00pm-8:00pm that would conflict with weekly intern on-campus meetings. This is highly recommended for interns to attend at least once in order for interns to meet the youth they are serving and experience one of the main program components of Community Passageways.

Monthly Alignment meetings are held every third Tuesday and Operations meetings are every first Tuesday. This is also recommended for interns to attend to learn more about the overall picture of all the working parts of Community Passageways.

Besides those two meetings, the lead positions above can be done remotely or meet with our Director of Operations who is close to campus.

DOWNTOWN EMERGENCY SERVICE CENTER (DESC)

ADDRESS: 515 3rd Ave Seattle, WA 98104

MISSION: The Downtown Emergency Service Center (DESC) provides integrated services including housing, emergency shelter, crisis intervention and healthcare to thousands of homeless and formerly homeless people every day. We fight for public resources and policies that serve our most vulnerable and marginalized neighbors: those living with mental illness, substance use disorders, and other disabilities. We believe that everyone deserves the space to exist and a place to call home. DESC meets people wherever they are and accepts them as they are.

DESCRIPTION OF INTERNSHIP: DESC has an Equity & Social Justice team comprised of staff from across our 23 locations. This team has been working hard on developing a comprehensive plan to create a culture of conflict transformation, training and professional development to ensure staff at all levels are treated equitably, that instances of implicit bias are addressed, and that DESC is a safe place for POC to work and thrive in their career.

This UCBI role specifically will collaborate with the ESJ team and assist in the production of 1) compiling relevant training content given by ESJ sub-committees, 2) creating and drafting training materials including slide presentations, and 3) assist in completing an agency-wide training timeline for implementation.

The intern would also be involved in researching open-source materials that DESC might want to include in this initiative.

QUALIFICATIONS:

- Social justice minded, with insight into how their own identity, privilege, and power dynamics may influence their contribution to our work
- Ideally has taken coursework that looks deeply into issues around race, oppression, privilege
- Alignment with DESC's mission
- Clear written communication skills, able to comprehend written manuals and condense them into key points for presentation purposes
- Comfortable using Powerpoint

SCHEDULE: Preferred availability will be during regular business hours. Some work will be able to be completed off site, given computer space is highly limited at our locations. Most hours will be spent with various ESJ Team subcommittees, understanding their needs and helping create the materials for them.

EAST AFRICAN COMMUNITY SERVICES

ADDRESS: 7050 32nd Ave S Seattle, WA 98118

MISSION: The mission of East African Community Services (EACS) is to provide culturally responsive K-12th education programs that keep our youth safe and help them succeed in school and life. Our vision is for our children to be safe and healthy, to graduate high school and complete college, to find careers they love and give back to their communities.

DESCRIPTION OF INTERNSHIP: Depending on the UCBI Intern's interest, projects that an intern could complete can include:

Planning and leading a Friday Family event that is engaging, inclusive, and culturally sensitive. Theme of the event will be open for intern interpretation along with guidance from the Education Programs Manager. Including parents in their children's education is a vital piece of student success. Building healthy trusting relationships with parents is VERY important to EACS.

Creating and leading an art project that is STEM focused, as well as, culturally inclusive and sensitive of student backgrounds. Ideally, the UCBI intern would create the lesson plan, lead the class activity and work with the students to assemble it. At our quarterly celebration, the intern would do a presentation for families about the art project and its significance.

Helping manage the classes by through tracking student attendance, updating and maintaining student records and files, communicating with parents, community partners, and community members, and helping lead our check and balance homework program

Sustaining community awareness and outreach through: Finding and directing community members to housing, citizenship, and other resources to meet their needs; digitizing and organizing files on Google Drive; making flyers and/or brochures about programs, community resources, and more for schools, community partners, parents or events; raising community awareness of EACS and its programming through social media and outreach.

QUALIFICATIONS:

Required:

- Willingness to learn and take direction
- Fluent in English
- Competent computer skills
- Strong written and oral communication skills

Desired:

- Fluency in one of the following languages: Somali, Oromo, Tigrinya, and/or Amharic

SCHEDULE: Preferred hours are Monday-Thursday 3:30pm-6:00pm. If intern cannot work 4 days a week, 3 days a week can be arranged, but no less than 3 days a week.

EL CENTRO DE LA RAZA

ADDRESS: 2524 16th Ave S Seattle, WA 98144

MISSION: As an organization grounded in the Latino community of Washington State, our mission is to build unity across all racial and economic sectors, to organize, empower, and defend our most vulnerable and marginalized populations and to bring justice, dignity, equality, and freedom to all the peoples of the world.

DESCRIPTION OF INTERNSHIP: This internship contributes to El Centro de la Raza's long-term vision for job growth, neighborhood stability, and economic advancement in low-income communities and communities of color particularly through coordinating a training agenda and schedule for the Business Opportunity Center classes and **developing and executing two marketing projects for our:**

1. Small business food vendors
2. Centilia Cultural Center

Our Business Opportunity Center offers business development courses for existing and aspiring small-business owners. These courses cover all aspects of developing, implementing, and growing a successful small business, such as how to separate personal and business financing, create LLCs, and other business-related infrastructure. The UCBI intern would have the opportunity to engage with and enhance our training materials. As a result of participation in the Business Opportunity Center, low- to moderate-income people build assets and increase economic stability. The program directly addresses the need for business development in the Latino community, which lags far behind the county average.

Our small-business food vendors, all of whom have been through the Business Opportunity Center and now operate out of Plaza Roberto Maestas, are always in need of increased visibility. The UCBI intern would be responsible for creating and distributing different marketing materials for our vendors. This opportunity offers the intern a chance to bring their creative and unique ideas to the table to support our vendors!

Our Centilia Cultural Center is a multicultural event space located in Plaza Roberto Maestas. Centilia is a popularly known term in the Nahuatl (Uto-Aztec) language meaning "to join together, to become one." The UCBI intern would also be responsible for creating and distributing different marketing materials for the Centilia Cultural Center, which is a vital source of income that supports our programs and services.

The UCBI intern would be responsible for assisting with a variety of tasks, including but not limited to the coordination of cultural events and event production, marketing, researching/organizing opportunities for small businesses, and more. Examples of tasks include: event preparation, assisting with marketing efforts for food and table vendors, assisting to develop strategies and implementation plans to recruit participants, assisting with data entry and analysis, and other duties and responsibilities as assigned.

QUALIFICATIONS:

- Computer proficiency or a willingness to learn new computer programs

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- Interest and commitment to providing programs and services to communities of color and low income communities
- Interested in learning about event planning, community action agencies, social justice advocacy, and supportive services for low-income communities
- Able to work in a multi-ethnic, multi-cultural setting
- Perform in a professional manner at all times
- Have good organizational skills
- Ability to multitask
- Ability to work in a fast-paced environment

SCHEDULE: We are flexible within the hours of 9:00am-5:00pm, Monday-Friday, with potential for some weekend and evening hours.

ENTRE HERMANOS

ADDRESS: 1105 23rd Ave Seattle, WA 98122

MISSION: Entre Hermanos is the only Hispanic-based LGBTQ nonprofit organization in the state of Washington. Our mission is to promote the health and well-being of the Latino gay, lesbian, bisexual, transgender, and questioning community in a culturally appropriate environment through disease prevention, education, support services, advocacy and community building. As an agency, we make it our mission to reflect our community, and we do so by hiring all Spanish speaking staff since most of our community is primarily Spanish speaking.

DESCRIPTION OF INTERNSHIP: The UCBI intern would be in charge of:

- Coordinating our immigration and family law consultation clinics
- Enrollment and the execution of our citizenship classes
- Policy research and lobbying support for the immigration manager
- Client communication, in order to assess their needs and register them for our clinics, programs, or individual appointments

Interns can expect to gain knowledge into immigration policy and law and providing direct services to the Latino/a LGBTQ community. They would also learn about increasing citizenship and civic engagement.

QUALIFICATIONS:

- Must be bilingual (English and Spanish)
- Have a certain level of cultural knowledge of competency
- Keep an open mind to the identity and experiences of our clients
- Recognize that each individual is an expert in their own experience
- Have experience with social media, primarily Facebook
- Familiar with Microsoft Office and Google Drive

SCHEDULE: Entre Hermanos will work with the intern to accommodate their schedule. However, the intern must be able to attend citizenship clinics, citizenship classes, and other immigration events that often occur on weekends.

FACING HOMELESSNESS

(PENDING FINAL DETAILS - MORE INFO TO COME)

ADDRESS: 4001 9th Ave NE Seattle, WA 98105

MISSION: Our mission is to invite the community to be a part of the solution to homelessness.

DESCRIPTION OF INTERNSHIP: We would like to conduct research on our entire constituent database to create major persona groups allowing us to target messaging regarding donation and volunteer opportunities. We would also like to use this information in various messaging campaigns and projects for the BLOCK Project. Daily activities for this internship would include email correspondence regarding the project and writing to support the creation of marketing materials regarding the project and its outcome.

QUALIFICATIONS:

Required:

- Proficient writer
- Experience with Data Collection and Analysis

Desired:

SCHEDULE: Availability should be Tuesday through Friday from 9:00am-5:00pm

FAMILYWORKS FOODBANK AND RESOURCE CENTER

ADDRESS: 1501 N 45th St Seattle, WA 98103

MISSION: FamilyWorks connects neighbors and families to nourishing food, essential resources and a supportive community, so people can build resiliency to meet life's challenges. FamilyWorks advocates with dignity, inclusion and empowerment.

DESCRIPTION OF INTERNSHIP: We offer responsive, wrap-around services that are participant driven, so responsibilities are dynamic and organic. FamilyWorks offers a really unique experience in which interns get direct service experience with underserved adults and families, program evaluation experience and progressive, ongoing trainings coupled with thoughtful discussions on race and equity issues. Applicants should come in with some foundational knowledge of systemic racism/oppression and white privilege. We encourage applicants with a strong self-directive and desire to co-create their experience to apply.

Additionally, interns will work on foodbank surveys and evaluation, alongside the Race and Equity Committee, and in Stabilization Services. The Race and Equity Committee coordinates and hosts learning lunches that cover race and equity topics like: microaggressions, power dynamics, storytelling without exploitation, NPIC, volunteer training etc. Stabilization Services is a direct service experience with drop-in services for adults and families in the foodbank and resource center.

QUALIFICATIONS:

- Possess a competent understanding of race, equity, cultural, and socioeconomic barriers that exist in our communities
- Should enjoy listening, problem-solving and empathizing with others
- Spanish language skills are helpful, but not required

SCHEDULE: Tuesday, Thursday, and Friday mornings are great times for interns to experience the breadth of our organization's work.

FULL LIFE CARE: ELDERFRIENDS

ADDRESS: 800 Jefferson St Suite 620 Seattle, WA 98104

MISSION: Full Life is dedicated to enhancing the quality of life for frail elders and people with chronic or terminal illnesses and disabilities. We are committed, through our program of health and social services, to the independence and well-being of all participants and to providing respite for caregivers. Our ElderFriends program connects isolated older adults 1:1 with community volunteers for regular social visits and support.

DESCRIPTION OF INTERNSHIP:

The intern will:

- Research and compile bi-weekly e-updates for volunteers, incorporating community resources, wellness information, and cultural events
- Solicit in-kind donations and coordinate event ticket distribution to participants
- Take a lead role in coordinating our Annual volunteer appreciation activities

In addition to the special projects mentioned, the intern will also have responsibilities for:

- Routine activities such as data entry of new referrals
- Routine communication with matched volunteers and elders using templates and scripts, and keeping accurate records.

The intern will also learn about long term care and healthy aging, volunteer management, and providing community resources.

QUALIFICATIONS:

- Desire to work with older adults and people with disabilities
- Strong verbal communication skills
- Team player who is able to bring positive energy and enthusiasm to the group
- Willingness to learn new responsibilities and desire to grow in the position
- Enjoy working with a diversity of people
- Reliable

SCHEDULE: We prefer a consistent recurring schedule on 2-3 days/week (M-F), between the hours of 9:00am-5:30pm, with occasional flexibility for evening events or to accommodate changes in intern's schedule.

HUNGER INTERVENTION PROGRAM

ADDRESS: 3841 NE 123rd St Seattle, WA 98125

MISSION: The mission of Hunger Intervention Program (HIP) is to increase food security for underserved populations in north King County through nutritious meals, educational programs, and advocacy. HIP runs multiple meal programs, cooking / nutrition education classes, and food justice workshops in addition to advocating for policy changes to address the root causes of hunger.

DESCRIPTION OF INTERNSHIP: HIP believes that everyone can contribute and provide meaningful volunteer opportunities for people with physical and intellectual disability who come with their job coaches. The UCBI intern will work directly with them and HIP staff to improve the volunteer program experience. This volunteer program is a part of HIP's Healthy HIP Packs program -- a weekend food assistance program for children from low-income families. The intern will also assist with preparing these Healthy HIP Packs for students with dietary restrictions and help streamline the process for assembling them.

The UCBI Intern would help setup the volunteer opportunity for people with a physical and intellectual disability, prepare tasks for them, work alongside them and their job coaches, taking the time to get to know them. Additionally, the intern will help assemble the Healthy HIP Packs for students with dietary restrictions with the goal of streamlining the process for assembling them and designing menus.

QUALIFICATIONS:

- Be open to, and comfortable, working with people with physical and intellectual disabilities
- Have a compassionate attitude
- Passion for food justice
- Strong interpersonal skills
- Ability to work with a diverse group of volunteers and staff

SCHEDULE: Preferred time commitments would be Monday and Friday mornings, typically from 8:30am / 9:00 am to early afternoon. Hours can be flexible and mutually agreed upon.

INTERIM COMMUNITY DEVELOPMENT ASSOCIATION

ADDRESS: 310 Maynard Ave S Seattle, WA 98104

MISSION: InterIm advances social justice and equity for low income, Asian and Pacific Islanders, immigrant, and refugee communities. We are a nonprofit affordable housing and community development organization based in Seattle's International District. InterIm CDA provides multi-lingual, culturally competent housing-related and community building services to Asian, Pacific Islander, and immigrant and refugee communities in Seattle.

DESCRIPTION OF INTERNSHIP: The UCBI intern would help provide research and assist our efforts in developing a small educational facility within the Community Garden. In addition, they will look at how we can build a water retention system at the garden. We would like the intern to investigate the feasibility of supporting a farmer's market in the community, consequently assisting our community gardeners.

The intern would be responsible for:

- Research & surveying needs of community residents and gardeners
- Coordinating meetings between stakeholders
- Developing marketing material for the various projects that they work on

QUALIFICATIONS:

Desired:

- Ability to speak Cantonese
- Design background

SCHEDULE: An intern would be needed for two days a week between the hours of 9:00am-5:00pm Monday to Friday.

INTERNATIONAL RESCUE COMMITTEE

ADDRESS: 1200 S 192nd St Suite 101 SeaTac, WA 98148

MISSION: The International Rescue Committee (IRC) helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. Locally, the IRC in Seattle helps hundreds of refugees, asylees, immigrants, and survivors of human trafficking each year in Washington state. We offer trauma-informed, person-centered programs that improve the health, safety, education, economic wellbeing, and power of individuals and communities.

DESCRIPTION OF INTERNSHIP: The IRC's immigration program helps refugee and immigrant community members apply to become permanent residents and US citizens, and reunite with family members who are overseas. Through a special program called the Lautenberg Program, religious minorities fleeing persecution in the Former Soviet Union and Iran are allowed to resettle in the United States through the refugee admissions program. From April through September each year, The IRC helps people from these communities who are currently residing in the United States apply to reunite with their family members who are still abroad.

The UCBI intern will play a key role in expanding our community outreach for the Lautenberg Program beyond our traditional service area of South King County. The intern will lead a mapping effort that will inform new outreach efforts Whatcom, Skagit, King, and Pierce counties. The intern will help establish new contacts and partnerships with community and cultural organizations in areas with a high number of potential applicants. Once new relationships are established, the intern will also assist the IRC's immigration team in planning and facilitating workshops in these new geographic areas. The intern will learn the application process for the Lautenberg program and eventually be allowed to act as a representative for the program: doing intakes with families and completing/reviewing applications under the guidance of IRC staff.

In addition to assisting with the Lautenberg Program, the UCBI intern will also assist with quarterly citizenship workshops held at the IRC's office in SeaTac, WA. The intern will help with outreach to refugee and immigrant communities prior to the workshop, as well as day-of assistance managing volunteers and working directly with clients to complete N-400 naturalization applications.

On a day-to-day basis, the UCBI intern will assist Department of Justice accredited representatives in completing immigration forms, such as citizenship or green card applications. The intern will also assist in doing case follow-up for immigration clients, which includes checking the mail daily for notices from US Citizenship and Immigration Services, contacting clients about upcoming appointments, filing receipt notices, and recording updates in the IRC's electronic case management database (ETO). The intern will also work on research and planning for community outreach in the aforementioned geographic areas.

QUALIFICATIONS:

Required:

- Have strong intercultural communication skills
- Ability to travel to SeaTac
- Demonstrated ability to work effectively with people from diverse backgrounds and across language barriers

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- Confident in organization and time management skills
- Comfortable working independently and as part of a team
- Fast paced, high stress work environment required adaptability, flexibility and patience
- Familiar with Windows operating system and confidence in basic computer skills

Desired:

- Ukrainian or Russian language skills are highly desirable
- Other useful languages include Arabic, Burmese, Dari, Farsi, Kinyarwanda, Kiswahili, Pashto, Somali, or Urdu
- Experience with confidentiality policies and procedures

SCHEDULE: The IRC office is open from 9:00am-5:00pm, Monday through Thursday. The office is closed Fridays for staff trainings and meetings, so we cannot host interns on Fridays.

NEIGHBORHOOD HOUSE

ADDRESS: 4410 29th Ave Seattle, WA 98108

MISSION: Since 1906, Neighborhood House has been helping diverse communities of people with limited resources attain their goals for self-sufficiency, financial independence, health and community building. Our services include early childhood education (including Head Start and Early Head Start), mentoring and tutoring, emergency referral services, self-sufficiency/employment classes and services (including ESL and citizenship), job placement and training, substance abuse services, transportation and outreach for the elderly and disabled and publication of the Voice newspaper. Annually, Neighborhood House serves over 13,500 individuals. Of those, 80% are refugees and immigrants.

DESCRIPTION OF INTERNSHIP: The intern will support our Community Health team and provide support to help us carry out our goals for the year, which are to reach as many youth and families as possible in SE Seattle with culturally relevant substance abuse and HIV services. The intern will be involved in:

- Planning and/or delivering youth and parent drug/alcohol prevention workshops
- Planning and organizing community health fairs and other outreach events
- Updating websites and social media accounts (Facebook, Instagram, Twitter, Snapchat, and websites)
- Working on prevention media campaigns (MostSteerClear.org, 206Rising.org) and doing behind the scenes work to support these efforts (data entry, preparing workshops)

Additionally, the intern will: be meeting with a supervisor to review priority for the day/week; have and check their work email; and attend partner meetings to plan events; prepare flyers and materials for upcoming events.

QUALIFICATIONS:

Required:

- Interest in Community Health, Drug and Alcohol Prevention or HIV/Hepatitis prevention
- Good communication skills.
- Reliable
- Good computer skills (MS WORD, EXCEL, POWERPOINT ETC)
- Attention to detail and ability to multitask on a variety of projects
- A people person who is flexible, easy going, and able to work with many diverse ethnic and cultural groups.
- Ability to quickly pick up new skills/programs and implement them

Desired:

- Fluent in another language (preferably one commonly spoken in SE Seattle)
- Good Public Speaking skills
- Experience teaching/presenting to youth and/or parents
- Graphic design and video production
- Ability work with and relate to diverse groups of youth, young adults and/or parents
- Research and writing skills
- Experience in community organizing, advocacy and policy change efforts

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- Ability to organize and coordinate community events/meetings

SCHEDULE: Typical hours are 9:00am-5:00pm - Monday-Friday. Occasional weekend and evening hours for events are optional.

NEIGHBORHOOD LEGAL CLINICS

ADDRESS: 1200 5th Ave Suite 700 Seattle, WA 98101

MISSION: Neighborhood Legal Clinics, as part of the King County Bar Association, operates more than two dozen legal clinics throughout King County that provide primarily low-income clients with free 30-minute legal consultations regarding civil legal matters. At our clinics, volunteer attorneys give clients advice about their legal situation, how to represent themselves to vindicate their rights in court, and how to find an attorney for representation (usually pro bono or reduced fee) when a client is eligible and interested.

DESCRIPTION OF INTERNSHIP: The intern will assist in the two projects: (1) **Walk-in Clinic Restructuring Project:** this involves researching, recommending, and implementing best practices from other walk-in legal aid clinics to better serve a larger volume of clients; and the (2) **Community Resource Update Project:** this project involves updating and expanding the informational materials (FAQs, brochures, court form packets, etc.) which are given to clients at our clinics. A UCBI intern would be responsible for initially assessing what materials are most needed by our clients, then updating or creating new materials.

The intern will also be a clinic assistant for our walk-in clinic at the King County Superior Courthouse by assisting clients in getting legal consultations while implementing new best practices developed and recommended by the intern. They will additionally be a rotating clinic assistant for our appointment-only legal clinics by visiting and working at two different general and specialty legal clinics each week to better understand the legal issues that are most common among clients in certain areas or demographic groups, as well as develop location-specific improvement plans for different clinics.

QUALIFICATIONS:

Required:

- Ability to travel to various Neighborhood Legal Clinic locations in King County. Most clinic locations are very near to transit stops for client convenience.

Desired:

- Skills, experience, and/or interest in helping underserved low-income populations, including homeless and non-English speaking persons

SCHEDULE: Required Availability is Wednesdays from 11:00am-2:00pm. Preferred Availability includes two weekday evenings (except Tuesdays and Fridays) from 6:30pm-9:00pm

PIKE MARKET SENIOR CENTER & FOOD BANK – SENIOR CENTER PLACEMENT

ADDRESS: 85 Pike St #200 Seattle, WA 98101

MISSION: In downtown Seattle, the Pike Market Senior Center strives to make each day better and safer for older adults; the Pike Market Food Bank serves people of all ages who face hunger. Together, we provide services, activities, and support that lead to more self sufficient and fulfilling lives. Every day, the Senior Center welcomes individuals who are at least 55 years of age and invites them to participate in a social network of services for their minds, bodies and spirits. We offer nutritional support through nutritionally balanced breakfast and lunch, social services and wellness activities, while engaging our members within the Senior Center setting as well as the greater Seattle community

DESCRIPTION OF INTERNSHIP: The project title for this year will be "The Pike Market Senior Center & Food Bank: Getting the Word Out , Part II." The 2019 UCBI will continue the work of the two 2018 interns. We have decided that due to the success of the 2018 Marketing and Public Relations Project within Pike Place Market in raising the profile of the Senior Center and Food Bank and the fact that even with this positive outcome, there is a lot more to do in order for Market merchants, farmers, and craftspeople to truly understand our organization we should create at one more year of outreach. The UCBI will again work with Senior Center staff. Due to the work started in 2018 we now have a well-oiled committee that has worked together with the interns throughout the year. The interns have chaired this committee. The UCBI will design and implement new activities to support this continued public relations project. The Pike Place Market is a very diverse community or some say a village. A place where commerce and social justice intersect. The constituent groups interact in an inclusive and supportive way. The purpose of the project is to make friends for the Senior Center and hopefully gain financial supporters, volunteers, and friends. We also know that many Market constituents may be interested in the programs and services we offer for personal use. This year's project does not need to begin with a survey - it will instead end with a survey to measure our success.

Every day will be different for the Intern, and tasks will be designed by the intern and supervisor working together. The Intern will work with the supervisor at the organization while at the same time working as autonomously as possible. The accomplishment of *Pike Market Senior Center: Getting the Word Out project will include the following activities: 1. Getting to know everything about the Pike Place Market and its diverse community. 2. Becoming familiar with the 2018 UCBI directed survey. 3. As needed meetings with the PR Project Committee. The intern chairs this committee. These meetings will be the think tank for the PR projects. 4. Implementing the project activities. The implementation will require organization of committee members, assigning tasks, developing time lines, reporting successes and needs for improvement. 5. Conducting and end survey to measure success.

QUALIFICATIONS:

- Outgoing, energetic personality.
- Enthusiasm for networking and meeting new people.
- Excellent oral and written communication. English can be a second language as long as the intern is fluent in English.

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- Public speaking.
- Organizational – be able to create an action plan and follow it through. (guidance will be provided for this).
- Commitment to the project
- Cultural competency

SCHEDULE: The student should be available Monday and Friday, and during morning and/or early afternoon. At the beginning of the Winter Quarter the student will spend some time working only at the Senior Center for orientation and development of the survey. The following weeks will be divided between interacting everywhere in the Market and time at the Senior Center. The merchants, farmers, and craftspeople are less busy early in the day.

PIKE MARKET SENIOR CENTER & FOOD BANK – FOOD BANK PLACEMENT

ADDRESS: 1531 Western Ave Level P5, Seattle, WA 98101

MISSION: In downtown Seattle, the Pike Market Senior Center strives to make each day better and safer for older adults; the Pike Market Food Bank serves people of all ages who face hunger. Together, we provide services, activities, and support that lead to more self-sufficient and fulfilling lives.

DESCRIPTION OF INTERNSHIP: During the interns first two weeks, we will train them on general food bank operations so they can have a full understanding of the organization and how we function. After that, the intern would not be responsible for daily tasks, although they may participate if they have time outside of their main projects.

The two major projects that the UCBI intern will be involved with are Nutritional Nudges and the Grocery Model projects.

Nutritional Nudges: At Pike Market Food Bank, we want our clients to be able to choose which foods are useful to them. However, we also want to make it easy for clients to choose healthy food. A UCBI intern would take the lead on observing our current operations and food options, analyzing opportunities to promote healthier foods and implementing “nutritional nudges” that promote healthy food options without sacrificing client choice.

Grocery Model: In 2019, Pike Market Food Bank will be changing our grocery distribution model to function more like a grocery store. This gives clients more time to compare food choices, navigate the food bank at their own pace, and preserve a sense of dignity while shopping. A UCBI intern would help identify the changes and equipment we need to make to fully switch over to a grocery model, help facilitate the transition and work with clients to communicate the upcoming changes.

QUALIFICATIONS:

Required:

- Ability to work independently
- Comfort working with diverse groups of people
- Desire to center dignity of marginalized groups
- Strong critical thinking skills

Desired:

- Experience in social sciences, public health, or nutrition
- Fluency in Mandarin, Cantonese, Vietnamese or Spanish

SCHEDULE: Pike Market Food Bank is open Monday through Friday from 9:00am - 3:00pm and Wednesdays from 9:00am- 6:30pm. Interns must be able to schedule at least 5 hours of on-site time per week within our open hours but may spend up to 5 hours per week working from home as well if preferred.

POSITIVE OUTCOMES PROGRAM

ADDRESS: 1200 S 336th St Federal Way, WA 98003

MISSION: Positive Outcomes Program (POP) serves youth and young adults ages 12 to 24 years of age that are typically overlooked or underserved, many of whom are at risk of interaction with the juvenile justice system. The program provides advocacy and support to help these youth meet their goals for the future. POP is strengthened by the support and leadership of the Federal Way Youth Action Team, a collaboration of adults and organizations that provide youth development opportunities.

DESCRIPTION OF INTERNSHIP: The intern will: provide POP Outreach Support through sharing information about the program and presenting at various schools or community sites about how POP strives to break the school to prison pipeline; and create updated materials with some guidance for different community groups to provide information about services that is relatable to different age groups or diverse community members.

Additionally, the intern will also: assist POP Mentors in any youth or family related needs (letters of support, updating client goal trackers, sort new referrals for review daily, etc.); process referral forms and faxes for youth records; and create and update spreadsheets used to track youth goals or operational needs.

QUALIFICATIONS:

Desired:

- HIPAA training/experience, intern will most likely be handling confidential client data and must be able to learn procedures to stay in compliance with client privacy.
- For POP Program Outreach- driver's license helpful (but not required as carpool can be UCBI facilitated)

SCHEDULE: Besides scheduled presentations at school or community spaces, the lead positions above can be done remotely or after meeting with internship supervisor for check-ins.

PRIDE FOUNDATION

ADDRESS: 2014 E Madison St Suite 300 Seattle, WA 98122

MISSION: Pride Foundation is a regional community foundation that fuels transformational movements to advance equity and justice for LGBTQ+ communities in the Northwest. We envision a world in which all LGBTQ+ people can live safely and openly as their whole selves in the communities they call home.

DESCRIPTION OF INTERNSHIP: A UCBI intern would support our scholarship program cycle, including: expand outreach, read and score applications, committee facilitation Support the volunteer program improvement project: research, design, and (option to) deliver an educational webinar for volunteers (topic options include gender and racial equity, reviewing and evaluation skills, working in groups, etc), among other tasks like emailing and writing memos and reports.

QUALIFICATIONS:

- Experience with software platforms including Microsoft Office and social media.
- Organized, able to work independently and take initiative as necessary.
- Writing and editing skills for delivering messages in simple, understandable ways (Linked In posts, tweets, Facebook posts, etc).
- Experience and understanding of LGBTQ communities

SCHEDULE: We are looking for an intern that can work at least 1/2 day or full day Monday-Friday between 9:00am-5:00pm.

ROOTS

ADDRESS: 1415 NE 43rd St Seattle, WA 98105

MISSION: ROOTS is the state's largest shelter for young adults experiencing homelessness. Each night we serve 45 young adults, ages 18-25, by providing a place to sleep, warm meals, access to showers, hygiene supplies and clothing, as well as case management and job training services. To learn more, please visit <http://www.rootsinfo.org>.

DESCRIPTION OF INTERNSHIP: The UCBI student would help plan and execute a volunteer recruitment event focused on the intersections between youth homelessness, queerness and race. -The UCBI student would help plan and execute a volunteer recruitment event focused on the intersections between youth homelessness, queerness and race. They would network with community partners to promote the event, find a venue to host, plan an agenda, recruit 2-3 former and current ROOTS guests to speak at the event, and 2-3 community partner advocate speakers. Additionally, the UCBI student would create and implement a recruitment plan to ensure at least 50 people outside of ROOTS' current volunteer pool attend the event, recruit volunteers to staff the event and manage day-of logistics. -The intern would have a leadership role in recruiting and managing ongoing groups of ROOTS volunteers and guests to engage in projects that involve cleaning and organizing the shelter space. They would lead this 3-hour group twice per month and promote the events outside of those times through social media, email and the creation of physical outreach materials to be deployed in the shelter space.

The intern will be expected to work a minimum of one 3 hour evening shelter shift per week, and spend 4-7 hours working in the office. During the beginning of the student's internship, the majority of their time will be spent in shelter. This is necessary to familiarize them with our work. As they learn more about our organization and gain capacity to take on more independent projects, they will begin spending more time in the office. In the shelter, their tasks will include:

- Assisting with setting up shelter space
- Distributing bedding to guests as they enter shelter
- Monitoring the computers and bathrooms to ensure all guests have equitable access to resources
- Making a "mat map" of where each guest sleeps
- Interacting with guests to build community and provide support
- Assisting with intake forms Outside of shelter their day-to-day tasks will fluctuate more, but there will be an ongoing emphasis on volunteer recruitment.

Once the intern is oriented to our work and comfortable in shelter they may also pursue an independent project or projects centered around their learning goals. Tasks they will be asked to perform outside of shelter will include:

- Participating in various volunteer recruitment events
- Performing digital volunteer recruitment and outreach, which may include helping manage our social media platforms and creating volunteer recruitment postings for websites such as Volunteer Match and NextDoor
- Analyzing volunteer survey data and issuing programmatic recommendations based on data
-Participating in planning of our spring volunteer appreciation event

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- Planning and conducting volunteer recruitment event focused on intersections between youth homelessness, queerness and race (this will be a primary focus during the interns 2nd quarter)
- Recruiting and leading volunteer and guest groups to assist with shelter cleaning/organization (ongoing)

QUALIFICATIONS:

- Dedication to those we serve
- Strong anti-oppression framework and ability to interrupt oppression
- Ability to balance emergent priorities with long-term projects
- Strong written and verbal communication skills
- Desire to learn and have comfort level challenged
- Reliable and punctual
- Strong team player

SCHEDULE: Student must be available for at least one evening shelter shift per week. This can be any day of the week from 8pm-11pm, however it needs to be the same day each week. They must also be available to work up to 7 hours per week in our office, with occasional recruitment events off site. This can be anytime Monday-Friday, 10am-6pm, that works with their schedule. We may ask them to perform occasional weekend hours, but this will not be a requirement.

SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY (SCIDpda)

ADDRESS: 409 Maynard Ave S P2 Seattle, WA 98104

MISSION: SCIDpda is a community development organization whose mission is to preserve, promote, and develop the Seattle Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. Our Community Initiatives program does outreach to community members around planning, building and code issues, public space improvements, and other community work. We often act as a bridge between community members and the city or other outside interests.

DESCRIPTION OF INTERNSHIP: We would like to work with an intern on a grant project we are starting this winter. We'll be working with Community Development Financial Institutions on developing financing models for upgrading historic unreinforced masonry buildings to meet life safety and seismic codes in the Chinatown International District. We work with unusual ownership and financing structures in this neighborhood, and would like to help find ways that Opportunity Zone financing can benefit the existing neighbors. We will be convening interesting CDFIs, reaching out to property owners, and preparing a report for the funders as well as the community.

An intern would be responsible for the organization of meetings with the CDFI partners, scheduling meetings with property owners which will require in-person outreach (for meetings and scheduling), and research into the funding sources as well as other tools that the CDFI collaborative identifies. Where possible, the intern will also be invited into the daily work of the Community Initiatives program to learn how their work fits into our larger mission and goals.

QUALIFICATIONS:

Required:

- Strong communication skills in written communication, phone and in person
- Organization of research and presentation of financing options in plain language
- As this is a grant-funded project, record-keeping is important and specific tracking of time and work may be required

Desired:

- Fluency in Cantonese

SCHEDULE: Our normal business hours are 8:30am to 5:30pm Monday through Friday. It is preferred that the majority of the intern's hours of work be in this time frame. We do have flexibility to have some number of hours worked off-site doing research.

SKATE LIKE A GIRL

ADDRESS: 305 Harrison St Seattle, WA 98109

MISSION: Skate Like a Girl empowers individuals, especially young women, to become strong, confident leaders who promote and implement equity through the vehicle of skateboarding. We believe that skateboarding is a tool to build confidence, resilience, and foster inclusive community. Our flagship programs include Ladies* Nights, free summer 12&under lessons, after-school enrichment, and our Youth Employment Skateboarding (YES) program.

DESCRIPTION OF INTERNSHIP: A UCBI intern would have direct impact on Skate Like a Girl by participating in the intensive planning process for our largest annual event, Wheels of Fortune (WOF)- the longest running female skateboard showcase in the United States. This event strives to create a safe, diverse, and radically inclusive space with programming spanning three days. The UCBI intern would have a leadership role through participation in the planning committee, with opportunity to lead or support subcommittees, as well as the weekend of the event.

Daily core tasks would include collaborating with Skate Like a Girl staff to: regularly respond to communications from event partners and sponsors answering any logistical questions, passing along information to others on the event committees as needed, supporting social media promoting the vent, and creating/revising processes for event management (i.e. volunteer coordination and athlete support). The intern will also be tasked with creating an event "Wrap Report" to be published online as an independent project, with creative input on what kids on media and writing goes into this report. All tasks will be supported by the internship supervisor and other Skate Like A Girl staff.

QUALIFICATIONS:

Required:

- Experience using email, Microsoft Office, and Google applications

Desired:

- Fluency in another language
- Washington state driver's license
- Design/marketing experience
- Access to a laptop

SCHEDULE: Our staff is flexible to work with the intern between 9:00am and 5:00pm on weekdays. As this will be a primarily administrative internship, the tasks will require them to work mostly from one of our two office locations (Seattle Center Armory and evo HQ in Fremont). The weekend of Wheels of Fortune we will ask the intern allocate their 10 hours to spent at the event (Friday - Sunday, May). The UCBI intern will also be involved in planning committee meetings, most likely to take place biweekly, on weekday evenings.

STATEWIDE POVERTY ACTION NETWORK

ADDRESS: 1501 N 45th St Seattle, WA 98103

MISSION: Statewide Poverty Action Network is a state level grassroots, legislative advocacy organization working to build political power in low-income communities and communities of color. We work to change state policy by lobbying lawmakers and organizing community members to take action during the public policy process. Our strategies are deeply rooted in the community's needs and are led by people in the community.

DESCRIPTION OF INTERNSHIP: Part of our work and our mission is to support community members in sharing their stories with policymakers and their own communities to dispel myths around poverty by reframing the narrative around poverty from an individual failing to a systemic one.

The UCBI intern would work to develop and build out a multimedia storytelling and story gathering campaign. This has three components which would be the three significant projects that they would complete. Phase one would be to develop a storytelling and gathering tool/mechanism that would live on our website and promotional materials. UCBI interns would help build out and develop the tool and parameters for people to share their stories. This would include conducting research to inform and guide their process. In particular they would work with our Communications Coordinator to craft the story gathering mechanism. In phase two, interns would work with our campaign managers and community partners to recruit, identify, and conduct outreach to communities across Washington State to participate in the campaign. The third phase of the campaign would consist of working with community members to share and craft their stories in meaningful ways.

UCBI interns would also help design and conduct community trainings to inform and encourage community members and organizational partners to share stories. Lastly, if time permitting or if interns wish to stay past their committed time, they would work with community members to craft and share their stories.

QUALIFICATIONS:

Required:

- Desire to develop and hone an anti-racist, anti-oppression lens
- Experience with several forms of media (audio, video, written) or a willingness to learn

Desired:

- Fluency in other languages
- While the first parts of the project do not require much travelling, if the intern wishes to stay on longer with the project, they may be required to travel around the state to interview and meet with community members. We can help cover travel costs. As such having a Washington State driver's license and access to a vehicle or the ability to rent one is a must.

SCHEDULE: Our organization is very flexible in accommodating students. We often may have a traditional Monday through Friday 9:00am-5:00pm, schedule and sometimes it will vary in that will include evenings and weekends. As we often work with community members who have varied schedules, flexibility is key to be able to engage community members where they are at.

SUSTAINABLE SEATTLE

ADDRESS: 220 2nd Ave S Seattle, WA 98104

MISSION: Sustainable Seattle is focused on long-term sustainability, equity, and resilience in the Puget Sound Region. Our mission is to build a thriving future through initiatives that deliver environmental, economic and community benefits, promote equity, and build resilience.

DESCRIPTION OF INTERNSHIP: The UCBI intern will be working on the following projects:

1. Supporting efforts of the RiSE (Resilience, Sustainability, Equity) program. Interns will be able to lead meetings and other events for RiSE neighborhood groups.
2. Communication strategy for Sustainable Seattle and RiSE groups, beyond regular social media posting. Will include figuring out how to communicate complexity of sustainability both visibly and written content.
3. Research project of their choice including but not limited to Assessment of Investment (divesting and conscious banking), Beyond Greenwashing, Community Land Trust programs/projects.

Additional tasks will include creating the weekly newsletter and creating Facebook and Twitter posts.

QUALIFICATIONS:

Desired:

- Fluency in Spanish
- Experience using WordPress
- Experience using MailChimp
- General understanding of equity and the environment

SCHEDULE: No time requirements, can be flexible with student's schedule.

TEEN FEED

ADDRESS: 4740 University Way NE Seattle, WA 98105

MISSION: Teen Feed works with the community to offer support to meet basic needs, build strong relationships, and ally with homeless youth as they meet their future off the streets. With the tremendous support of the community, Teen Feed responds to the most basic needs of homeless and at-risk youth in the following focus areas: healthy meals and lives, youth support coordination, street outreach, healthcare access, and engaging the community through service. Teen Feed responds to the most basic needs of homeless youth with three (3) integrated programs: Teen Feed Meal Program, Street Talk Outreach Program (STOP), Service Links for Youth (SLY). Youth Access to Care (YAC), formerly a separate program, has been integrated as a component into all existing programs

DESCRIPTION OF INTERNSHIP: Student interns have and will continue to play a role in our Outreach and Dinner Programs as well as Operations functions. For Outreach, interns go out with the team and meet homeless youth, providing food, hygiene products and information about services available in the community. For Dinner, the interns function as “advocates”, helping to ensure the meal runs logistically as well as spending time during dinner interacting directly with the young people we serve. In terms of Operations, interns help Teen Feed think about systems, such as supply management, data entry, technology, office procedures, etc. Students have many ways to build and use leadership skills across all of these functions.

Daily core tasks include everything from managing supplies that all our programs depend on, in the office and at our three sites, to building relationships with homeless young adults that perpetuate our mission to help young adults find their own path to their goals. Interns will rarely make copies or other mundane tasks. Interns will be asked to step up and support staff and volunteers to support the daily functioning of Teen Feed.

QUALIFICATIONS:

- We ask that interns take two trainings: one to help understand street youth culture, the other to understand how to de-escalate trying situations. Both are one time, three hour classes that Teen Feed pays for
- Have empathy, critical thinking skills, wit, and the ability to process the second hand trauma that affects all who participate in this line of work

SCHEDULE: Teen Feed has dinner 365 days a year. We have fairly typical office hours from 9-5. Interns can work mornings, afternoons, or evenings. We are very flexible.

TILTH ALLIANCE

ADDRESS: 5513 S Cloverdale St Seattle, WA 98118

MISSION: Our mission is to build an ecologically sound, economically viable and socially equitable food system.

DESCRIPTION OF INTERNSHIP: Significant project that a UCBI intern could complete include:

1. Assist the Soil and Water Stewardship Coordinator in developing and assembling curriculum for the Stewardship program. Topics include environmental justice, food systems, soil health, compost, water conservation, water quality, organic farming and gardening, water catchment, food waste prevention and integrated pest management, among other topics.
2. Assist the Soil and Water Stewardship Coordinator in preparing for the Stewardship program. This may include: preparing materials for the classroom, planning hands on learning demonstrations, reaching out to partner organizations to coordinate volunteer opportunities for volunteers, communicating with volunteers about program details.
3. Assist with volunteer activities and classes at the Rainier Beach Urban Farm and wetlands. These may include building compost piles, planting spring crops, soil assessments and building soil health, demonstrating water conservation techniques such as drip irrigation. The internship would provide flexibility for the intern to take on a leadership role in an area of their interest, but could involve researching and developing projects with community partners for the Soil and Water Stewardship volunteers based on the topics included in the training.

Daily tasks will vary week to week, but will likely include:

- Regular check-ins with Soil and Water Stewardship team (2 Coordinators and 1 manager) and weekly check-ins with supervising coordinator.
- Preparing classroom materials: contributing to curriculum, assembling classroom binders and handouts, gathering hands-on learning tools and materials, preparing class schedules.
- Assisting with volunteer work parties at the Rainier Beach Urban Farm and wetlands.
- Research and develop volunteer projects.

QUALIFICATIONS:

Required:

- Interest and experience with at least one of the following: gardening, farming, horticulture, soils, environmental stewardship, natural resource conservation, food waste prevention, scratch cooking
- Strong interpersonal skills
- Works well on a team
- Interest in developing partnerships with community groups and organizations in South Seattle, South King County and East King County

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Desired:

- Knowledge of social justice issues, especially regarding food justice and environmental justice, and experience working with diverse communities. Ideally the intern would live in or have familiarity with the communities we serve (south King County, southeast Seattle, east King County)
- Driver's license, will be based at the Rainier Beach Urban Farm and Wetlands in South Seattle, with occasional travel to the Good Shepperd Center in Wallingford, Seattle. Some travel through south and east King County may also be necessary. Staff makes an effort to carpool as much as possible and encourage public transit, but travel arrangements may need to be made on some occasions.

SCHEDULE: Schedule is flexible, but preference for student availability sometime during the week between Monday and Thursday 9:00am-5:00pm. Stewardship training occurs one weekend a month and intern is invited to participate in the training as scheduling allows.

TREEHOUSE

ADDRESS: 2100 21st Ave SW Suite 200 Seattle, WA 98144

MISSION: Our organization seeks to improve the lives of youth in foster care in Washington State by addressing issues and breaking down barriers for youth affected by the foster care system. We provide essential resources with a focus on education for both youth and their caregivers. For 30 years, Treehouse has led or collaborated on landmark legislation to support the educational attainment and well-being of youth in foster care. We continue to expand our work across the state within our education programs, while continuing to provide enrichment support for foster youth and alumni youth ranging in age from 0-26.

DESCRIPTION OF INTERNSHIP: Interns can assist with archiving all event collateral to create an online history of our events throughout the years. Interns can become trained as an Ambassador to speak in the community about Treehouse and foster care while helping with the onboarding and coordination of Ambassadors across the state.

Our UCBI intern could take a significant role in the day-of operations for our annual luncheon, Champions for Foster Kids in March. They would help with set up and ensure that attendees have a positive experience. They have the opportunity to be the lead on tasks at the luncheon.

Another option is to create a toolkit for service-learning projects (recommended curriculum to accompany bringing students to volunteer in The Warehouse and/or hosting a drive).

Other options for involvement include: assist with fundraising events, other event coordination, database management, organizing donation drive materials, organize and scan historical materials, conduct calls and outreach to caregivers, youth and other stakeholders regarding services, greeting holiday donation drive hosts, giving warehouse tours, and learning to help facilitate and lead volunteer orientations.

(These are several project options that will be decided upon with feedback from the selected intern.)

QUALIFICATIONS:

- Must have good computer, phone and writing skills
- Must be comfortable speaking with people and presenting to small groups
- Comfort communicating with a very diverse group of people, including donors, clients, youth and other community partners
- Enjoy a variety of event-based activities

SCHEDULE: We generally work regular business hours 9:00am-5:00pm, but do have occasional evening or weekend events that we would like interns to attend. Intern schedules are flexible during the work week as needed. We like to set up a general schedule during the week that works with our interns school/work schedule to we can plan meetings and events.

UNIVERSITY DISTRICT FOOD BANK

ADDRESS: 5017 Roosevelt Way NE Seattle, WA 98105

MISSION: Our mission is to build a hunger-free Northeast Seattle by providing our neighbors with reliable access to healthy food and access to life changing resources. We operate a free grocery store, a free grocery home delivery service, a school backpack service, a rooftop farm, and case management services. All of our services are highly utilized by the community.

DESCRIPTION OF INTERNSHIP:

Community Cookbook: The U District Food Bank is at the center of a community richly endowed with food practices from many different cultures and traditions. In order for us to achieve our mission, we need to create forums and opportunities for community members to gain food literacy skills. We are hoping that a community cookbook can be one such forum. **Our vision is for the UCBI intern to get to know our community and collect recipes from community members and develop a cookbook from the collected recipes. This work will involve a lot interaction with the food bank community, and careful compilation of information into a neatly crafted cookbook.**

Volunteer Handbook: In order for the food bank to succeed at delivering “reliable access to healthy food” we need teams of well trained and well organized volunteers. Over the past year, we have been assembling and developing pieces of a new volunteer program, including new volunteer orientations, consistent policies and procedures, and volunteer management software. We are missing a comprehensive volunteer handbook. **Our vision is for the UCBI intern to assist the volunteer coordinator in creating chapters for this volunteer handbook.**

Alternatives to the Line: On a busy day here at the food bank, customers have to wait for a long time before they can complete their shopping. Wait times of over 1 hour are not uncommon. Our vision is for the UCBI intern to engage with the community and organize a committee of community members that will explore alternatives to the current system and communicate findings back to the community. Any changes to the current line model will need to be ratified by a vote of the entire community.

QUALIFICATIONS:

- Interpersonal skills
- Community building
- Writing and publishing
- Critical systems analysis

SCHEDULE: Schedule flexible and contingent on UCBI interns availability. No conflict anticipated.

WEST SEATTLE HELPLINE

ADDRESS: 6516 35th Ave SW #204 Seattle, WA 98126

MISSION: The West Seattle Helpline provides emergency assistance to low-income individuals and families in our community. Our clients are recovering from unexpected hardship; we help prevent evictions, utility shut-offs, and other harmful poverty-related outcomes by offering financial support and covering basic needs while they get back on their feet.

DESCRIPTION OF INTERNSHIP: Our UCBI intern would support the Taste of West Seattle, our largest Spring event with over 500 attendees, by planning and organizing, acquiring sponsorships, working with vendors, and more. You would also assist with planning and execution of fundraising and outreach events and support day-to-day fundraising activities including appeals, acknowledgments, and donor cultivation efforts. An intern would also support the management of fundraising and outreach volunteers, and donor database management.

QUALIFICATIONS:

Desired:

- Fluency in another language, especially Spanish, Vietnamese, Somali, or Khmer

SCHEDULE: Our office generally operates from 9:00am-5:30pm Monday-Friday. We are happy to work with interns to find out what days and times within those hours work best. Some weekends required (for events, such as Taste of West Seattle).

YOUTH CARE

ADDRESS: 2500 NE 54th Street, Seattle, WA 98108

MISSION: YouthCare works to end youth homelessness and to ensure that young people are valued for who they are, and empowered to achieve their potential. YouthCare envisions a community where no young person experiences homelessness, all young people have the opportunity to thrive, and the systems that oppress them are dismantled.

DESCRIPTION OF INTERNSHIP:

YouthCare is expanding its GED program to include a new U-District location. Many education opportunities available to young people experiencing homelessness are limited to attainment of various credentials. YouthCare believes that education can also be a tool for understanding the world around them, as well as their role within their community.

The new GED program location will include a social justice curriculum designed to support young people in exploring their identities and understanding their society, while providing them with tools to engage with their community and advocate for themselves and for the issues that are important to them. This is aligned to YouthCare's commitment to be a social justice agency that actively works to name and dismantle systems that have created injustices for people of color, LGBTQ+, and immigrant communities.

Topics in the curriculum may include: systems of oppression; exploration of societal systems such as the education system and the criminal justice system; explorations of race, class, gender, and sexuality; and discussion of political systems and processes with an emphasis on ways to self-advocate. The curriculum would be designed to be flexible and be informed by youth voice so that young people could request conversation and instruction based on issue areas of particular importance to them.

Our UCBI Intern will help with: visioning, planning, and coordinating social-justice related field trips, engaging with UW faculty, students, and the larger community to arrange social-justice related guest speakers and artists, and supporting lessons with the potential to participate in larger projects such as lesson planning, curriculum design, and program design.

QUALIFICATIONS:

- Experience tutoring or teaching
- Ability to pass a background check, and complete YouthCare's volunteer orientation
- Thorough understanding of the history of institutional racism and oppression, and other systemic issues faced by young people who are people of color, and/or LGBTQ, who have experienced homelessness.
- Mastery of, and ability to explain basic math, algebra, and geometry

Desire qualifications:

- Experience teaching math, interest in education
- Completion of coursework related to social justice, such as courses in: Social work, Ethnic studies, African-American Studies, Sociology. Knowledge of the history of oppressed peoples in the United States

2019 Community-Based Internships

- Experience in community engagement, and familiarity with best practices in working with young adults: Positive Youth Development, Trauma-informed care, client-centered strengths-based approach
- Strong professional boundaries, and ability to work with GED students of a potentially similar age
- Passion for empowering young people of color, and LGBTQ young people and providing them with opportunities to explore and embrace their identity and culture

SCHEDULE: The GED program will operate four weekdays per week, in four-hour afternoon sessions. The program hours are not yet finalized, and the program will launch at the beginning of January. The internship will involve participating in two classroom days per week. The program will likely operate between 1-5pm or 2-6pm on weekdays.

YOUTH TUTORING PROGRAM

ADDRESS: 4520 Martin Luther King Jr. Way S. Seattle, WA 98108

MISSION: Our mission is "to tutor, guide and inspire youth living in public housing to achieve academic success". 99% of our youth are children of color and the majority come from East African immigrant/refugee families. We create a challenging, safe and enriching environment where youth are matched with adults who offer academic support.

DESCRIPTION OF INTERNSHIP: In addition to being matched 1:1 as a tutor and mentor to students, the intern could choose projects that suited their strengths and interests. Examples include: 1. Restructuring YTP's middle school math curriculum to better fit our students' needs in conjunction with common core standards 2. Leading focus group or impact study with parents, students, or teachers.

The UCBI intern would serve some of their hours in direct service with our students as a near-peer role model. This would involve 1:1 or small group tutoring of students, supporting volunteers, interacting with families, etc.

DESIRED QUALIFICATIONS:

Required Skills:

- At least one year of experience in teaching, tutoring, or mentoring youth
- Demonstrated cultural competence
- Academic competence up to high school level in all subjects
- Strong interpersonal, communication, and organizational skills.
- Criminal history background checks are required prior for employment.

Desired Skills:

- Bilingual in an East African (Somali, Tigrinya, Amharic, Oromo)
- Experience working with families from diverse cultural and economic backgrounds

SCHEDULE: Our tutoring program generally runs from 4:00pm-8:00pm Monday-Thursday. We would expect an intern to attend tutoring at least 2 days a week during those evening hours. The remainder of their hours could be fulfilled during any weekday.

