

List of 2020 UCBI Community-Based Organizations

Please click on the links below or scroll through the document to learn about the organizations and internships that are available for the UCBI winter/spring 2020 cohort.

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F 1: Community Engagement and Education

FamilyWorks

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.

Internship Description: The intern will have several opportunities to assist and provide basic needs for participants through various roles such as working in the food bank, being at the front desk at the resource center and doing outreach to enhance community relations with partner organizations.

The intern will dedicate one day at the resource center. At the resource center, the intern will be placed at the front desk to interact with participants which may include individuals and families facing many forms of adversities. In order to empower participants, we will expect the intern to: greet visitors, receive and sort donations, provide diapers and hygiene supplies for guests and families, answer questions about services and provide referrals, administrative tasks and having fun while getting to know our amazing participants!

Another day will be dedicated to working at the food bank to help provide nourishing food for people facing food insecurity. The food bank operates 3 times a week at our Wallingford location and twice a week at our Greenwood location. The intern will mostly work at the Wallingford location. Responsibilities include: pack, sort and bulk food, distribute food to participants, assist in unloading of truck deliveries, dispose garbage and recycle and cleaning area.

Qualifications: Language preferences would include Spanish but not required. Social services is helpful in order to be sensitive to participant's needs and learning how to create a safe, welcoming environment.

Preferred times for food bank: Tuesday: 11am – 2pm, Thursday: 2pm – 6pm. Preferred times for Resource Center: Fridays: Anytime from 9:30am – 3pm. Administrative times are flexible.

Othello-UW Commons

Address: 4200 S. Othello St. Suite 117, Seattle, WA 98118

Mission: The Othello-UW Commons is a learning and collaboration space for faculty, staff, students and community partners. The Commons prioritizes sustained partnerships that embrace the UW's commitment to learning from and with local communities. The core principles that guide our work are:

- Involve and engage community partners, prioritizing community-informed work that aligns with the mission of the University of Washington
- Foster and engage in just and equitable relationships between the community and the UW
- Be transparent and accountable in a spirit of mutuality and solidarity.

Description of Internship: Coffee and Conversation Events: The Othello-UW Commons is a very new space having just opened January 2019. To increase visibility and awareness of the project and bring together UW partners and community partners, these Coffee and Conversation events are informal ways for partners to network, learn about each other's projects and work, and to build community in the spirit of our principles.

The intern is expected to help plan and coordinate these events which we hope will happen on a monthly basis. We hope that these events will move beyond general networking, but will be thematic to encourage discussion between UW and community partners.

Presentation/ Tour toolkit: This project entails creating a tool kit for presentations or tours of the Commons and the surrounding area that can be used for community and campus presentations. This includes producing maps, brochure materials, powerpoints, etc.

Additional tasks include:

- Interns may be asked to assist in providing space coverage/ receptionist-front desk duties
- Interns can expect to conduct research, assist in coordinating community events on a daily basis
- Interns may be asked to update community resources lists e.g list of neighborhood restaurants

Qualifications:

- Experience or knowledge from working or living in Southeast Seattle Experience planning and coordinating events
- Ability to work with multiple deadlines with changing priorities
- Experience with marketing or communications campaigns
- Experience creating content for communication distribution (flyers, social media posts, etc.)
- Flexible availability Mon-Thurs between 2-6 PM

Lake City Collective

Address: 12545 Lake City Way NE, Seattle, WA 98125

Mission: Lake City Collective empowers underserved communities across cultures by lifting their voice and presence, fostering leadership and creating opportunities to apply their skills and ideas.

Description of Internship: We are a small organization that has received some capacity building funds to increase and help establish our programs. These are focused on issues identified by the community, and include: prevention of displacement, community building, healthy families and environment.

We currently have 3 main programs: Little Brook Youth Corps, Little Brook Soccer Clinic and outreach through Community Ambassadors. Besides those, we'll need help for our Displacement Prevention effort. The intern ideally would help us develop or support this program.

The intern will also help create and keep our website up-to-date.

Qualifications: Since we work with underserved, underrepresented, underprivileged communities of color, we request the intern to have a clear understanding of this population. Be fluent in his/her heritage language (other than English). Also, we would love someone who has leadership skills and computer skills, for example with developing websites.

Ventures

Address: 2100 24th Ave S. STE 380, Seattle, WA 98144

Mission: Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential. We provide access to business training, capital, coaching, and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income.

Description of Internship:

Marketing Persona Development

- Plan and facilitate user research activities (interviews, usability testing, listening sessions, etc)
- Draft user personas based on user research to help us better understand our audiences which will in turn be used to refine and target our communications strategies

Digital Content Development

- Source content for social media
- Identify and execute on new content type opportunities
- Produce short videos about our clients and their businesses
- Interview business owners and write stories for use in Ventures communications

Social Media Auditing

- Research social media trends, technologies, and best practices
- Audit our social media properties and propose ways to enhance reach, engagement, and branding, especially on Instagram

Qualifications:

Required Skills

- Excellent verbal and written communication skills that allow you to clearly and concisely communicate research findings
- Ability to juggle multiple timelines and projects
- Ability to quickly problem solve and learn new concepts
- Passion for social media, especially Instagram

Desired Skills

- Ability to read and write Spanish
- Experience creating pivot tables in Excel and familiarity with Google Analytics
- Demonstrated experience creating basic social media graphics
- Personal experience with situational/intergenerational poverty or personal experience with immigration
- Video editing experience, familiarity with Creative Cloud

F 2: Environment and Food Justice

21 Acres

Address: 13701 NE 171st Street, Woodinville, WA 98072

Mission: The 21 Acres Center for Local Food & Sustainable Living strives to be a leader in sustainable and regenerative practices. We serve our community by offering our campus as a living laboratory center for people who want to learn new, more sustainable ways of living. We advocate for and educate local farmers about strategies to farm more sustainably using natural systems. We host volunteers, interns, and community members in educational projects concerning restoration, habitat creation, plant propagation, green technologies, farming, and water conservation.

Description of Internship:

- **Project template 1:** We have an existing wetland space that needs a steward before its opening next spring. The student will be responsible for taking an inventory of existing species, observing water flow, and clearing invasive plants. After this portion of the internship, the student will recommend new species, pedestrian path placement and be allotted a budget to buy new plant material. The student will work with volunteers to implement new plantings and clear invasive plants. The culmination of the project will involve recommending content for a sign educating visitors about the wetland space and a tour of the project to staff and volunteers.
- **Project template 2:** We have a small native plant nursery on the 21 Acres campus. Student will make goals for creating genetic diversity on campus by obtaining necessary permits to cultivate cuttings from nearby wilderness areas. Project will include making connections with local land owners, obtaining permits, collecting species, collecting seeds, potting and planting in the landscape, starting seeds for spring, and leading volunteers in planting and nursery projects. This project will give a student interested in botany their own nursery to manage and improve. The project will culminate in the creation of content for educational signage regarding the nursery and a large planting event engaging volunteers and staff.

Qualifications:

- Willingness to learn and get dirty
- Ability and willingness to work outdoors, rain or shine
- Ability and willingness to work on uneven terrain
- Ability to use tools such as a shovel and wheelbarrow
- Willingness to work without direct supervision to accomplish tasks
- Strong communication skills
- Flexibility and adaptability to change, as outdoor work often leads to unexpected delays
- 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.
- Access to reliable transportation
- Ability to lift 40 lbs

Community Alliance for Global Justice

Address: 1322 South Bayview St, Suite 300 Seattle WA 98114

Mission: CAGJ 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: 1. AGRA Watch Media & Communications: 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.

2. Research Reports & Writing: A core activity to our AGRA Watch organizing is strategic research. The UCBI intern will 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; and writing 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.

3. Updating our internal database on Gates Foundation and AGRA-specific agricultural programs: 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 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.

Qualifications:

Required: strong skills in writing, online research including checking sources and careful documentation, aptitude for social media. Ability to communicate directly and honestly. Commitment to learning about and engaging in anti-oppression practices.

Desired: interest in the food sovereignty movement, community-driven development, and other issues.

Other capacities/qualities: commitment to social, racial, economic justice and global solidarity.

Experience with grassroots organizing is a bonus but not necessary.

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

Community Lunch on Capitol Hill

Address: 509 10th Ave East, Seattle, WA 98102

Mission: Community Lunch on Capitol Hill is a non-profit (501c3) that provides hot, nutritious meals and survival services to homeless and low-income people of Seattle. We serve 100-200 guests per meal, four times a week. All are welcome to come in out of the elements and enjoy a meal with no judgement.

Description of Internship: Community Lunch on Capitol is embarking on a 3 to 5-year strategic plan. To that end we need more detailed information on the needs of the population we serve.

Data capture and analysis: The project(s) would center around capturing this information and working with Executive Director to analyze. Examples:

- Guest Surveys – Help design and conduct one-on-one surveys with guests willing to anonymously answer questions that can help us better understand their situation and needs with a focus on persons of color.
- Detailed analysis of services offered by other organizations within varying distances of our facilities. For example – in a ten-block radius are there any showers available for our guests? Hours, cost, restrictions, etc.
- Depending how long these take, I expect additional projects to arise based on the analysis of the above.

Meal/Serve Preparation - Work with staff and volunteers to prep and serve the meals. Focus will be project work but being directly involved in our mission of direct service to the most vulnerable will make for a more rewarding experience. To include but not limited:

- Kitchen => assist with prep and cooking of meal
- Serve Hall Setup => Table chairs; station setup (desserts; clothing; toiletries; garbage/recycling)
- Clothing, blankets, sleeping => Sort donations
- Logistics => Load and unload food into van
- Serve food to guests and take time to just talk and interact with the guests

Qualifications:

Required: 1) Empathy => Ability to work closely with a diverse population who are dealing with significant challenges to include but not limited to homelessness, poverty, drug addiction and mental illness. 2) Curious and detailed => Ability to accurately capture and analyze data

Preferred: 1) Fluency in Spanish. 2) Experience with Microsoft suite with emphasis on Excel and Google Docs

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.

Internship Description: Repackaging coordination: Our Healthy HIP Pack program provides weekend meals to school children who are food insecure. In order to make this a reality we need to repackage bulk donations into individual portions. This twice weekly volunteer opportunity serves a dual purpose by providing a volunteer opportunity for volunteers with wide range of physical and mental abilities. The intern will serve as the point person to volunteers, help to adapt repackaging jobs to suit differing abilities, and ensure food safe handling.

Allergy pack coordination: Our Healthy HIP Pack program offers certain allergen free meals. The intern will coordinate and improve systems that provide allergen free meals for children who need them.

Meal program special projects: Our meal programs all celebrate special holidays and milestones. With staff guidance, the intern will support special meals by helping to plan, prep, and/or serve.

Qualifications:

- A passion for food security and social justice.
- Demonstrated food safety and sanitation knowledge.
- Passion for serving diverse clients, staff, and volunteers.
- Demonstrated ability to serve independently and as a team member.
- Excellent interpersonal skills.
- Flexible, resourceful, and adaptable to unexpected situations.
- Knowledge of the fundamentals of cooking, following recipes and how to 'troubleshoot' food production issues.
- Fluency in Spanish or an East African language(s) is a plus.
- Must be able to safely lift 50 pounds, reach, bend, stand or kneel repeatedly.
- Must have or obtain a current Washington State Food Handler's Permit.
- Must pass the Washington State Patrol background check.
- Ideal availability is 9-2pm on Mondays and Fridays. Our repackaging events, which are at the core of the student's experience, are every Monday and Friday from 9am-noon.

Solid Ground

Address: 1501 N 45th St, Seattle, WA 98103

Mission: Solid Ground works to end poverty and undo racism and other oppressions that are the root causes of poverty. Community Food Education believes that communities are healthier when all individuals have access to food that is affordable and culturally appropriate. We work to counter the barriers of racism and oppression that interfere with individuals' right to food.

Description of Internship: Our Community Food Education program coordinates classes for youth, adults, and families in the Seattle area. Our youth classes are eight-week long class series with elementary students at four Seattle area elementary schools. Our adults and families curricula are focused on cooking, kitchen safety, nutrition, and grocery budgeting, and are six-week long series at community sites like housing sites, food banks, community centers, and health clinics. We are seeking an intern to attend adult and youth classes and identify areas where anti-racism and anti-oppression could be stronger. The student intern would attend classes from both curricula (youth and adults/families) and take notes and give feedback. After the completion of a class series, our program would work to integrate these changes, and the student intern would have an opportunity to team-teach classes with our staff and AmeriCorps service members. Ideally this would be a winter/early spring project.

We are also looking for a student intern to evaluate our volunteer onboarding process and make suggestions for increasing anti-racism and anti-oppression learning throughout the process. A student intern would review and contribute to rewriting volunteer guidelines and create a resource list for ongoing learning about food and oppression. Depending on intern interest, this could include writing information and posts on our website about food justice topics of interest.

Qualifications:

- No formal cooking, nutrition, or gardening experience is required, but an interest in food justice and food security is important
- Interest in education and curriculum development
- Willingness to engage in continuing learning on anti-racism and anti-oppression
- Applicant must be able to work with staff, volunteers, and participants with a variety of racial, cultural, and socioeconomic backgrounds, lifestyles, and sexual orientations
- Black, indigenous, people of color, and people with the lived experience of food insecurity are strongly encouraged to apply

Field 3. Housing and Homelessness Services

Catholic Community Services

Address: 1431 Minor Ave, Seattle, WA 98144

Mission: Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice.

Description of Internship: Creation of various skill-and-life-enhancing groups, including activities that offer support for people to identify and meet short and long term goals within a positive community.

Intern will create and deliver workshops and support for small groups of 3-5 residents. This group programming will be designed to increase mobility of residents within Wintonia Community Housing. Workshop topics may include but are not limited to budgeting skills, employment enhancement, and volunteer work.

Daily Core Tasks:

- Daily interactions with vulnerable residents and staff of the Wintonia
- Offer individual and community support to people seeking information and referrals for various needs
- Offer active listening to people coming out of isolation or crisis

Qualifications: Willingness to learn and embody the principles of Trauma-informed Care, Motivational Interviewing and Harm reduction will help any student to navigate this position. The student schedule will likely be weekdays between Monday and Friday with hours from 8am to 3pm. Some weekend hours are available.

Compass Housing Alliance

Address: 419 S 2nd Ave, Renton, WA 98057

Mission: The Compass Housing Alliance is a network of programs for those experiencing homelessness and housing instability in the Puget Sound Region. With 20+ program sites we offer emergency services + shelter, case management & housing navigation and, permanent, supportive, affordable housing.

With permanent housing for veteran individuals and families, our Compass Veterans Center: Renton (RVC) offers a variety of veteran-specific services, along with our traditional family programs.

Internship Description: One project an intern could lead is after school youth programming. Program Staff will support the intern in developing an after-school program that meets the needs of the students in the building. This may be homework assistance or structured activities. Our youth are housed for the first time after experiencing homelessness which is not only a significant emotional burden, it also often hinders their social and educational development. Our youth program is designed to create a safe environment for children to engage and learn while staff and parents help them resolve conflicts, develop age appropriate coping skills, and close the education gap homeless youth often experience.

Another key project could be for the intern to work with formerly homeless adults and older students finishing high school prepare to enter post-secondary education. This may mean helping apply for scholarships, looking into different schools and programs, helping navigate the FASFA or VA educational benefits processes, etc. Some of our residents have the goal of going back to school, but as the students and faculty at UCBI know, it can be overwhelming for people who do not have support or knowledge of the college application process.

A third option would be for an intern to work on improving our program's data quality and developing a system to make sure the data we enter into our system is correct and updated. Our funding requires us to utilize the HMIS database, which is standard for homeless services organizations around the country. The intern would be trained in HMIS and would be able to assist in screenings, updating data, entering data, and reporting. This would not be an overwhelming introduction in data analysis and reporting for a student who is more interested in one of the first two options, but also wants to prepare themselves in this key component of non-profit work.

Qualifications: Willingness to be team oriented and an interest in helping our population. Interest in or experience with early childhood development or children's programming would be helpful. Anytime Monday through Friday, 9am to 6pm is acceptable. Weekly Staff Meetings are Wednesdays at 10am.

Downtown Emergency Service Center (DESC)

Address: 515 3rd Avenue, Seattle, WA 98104

Mission: The Downtown Emergency Service Center (DESC) provides integrated housing, emergency shelter, crisis intervention, and behavioral healthcare services to thousands of people in King County every day. We specialize in providing services to people who have serious behavioral health disabilities and long-time experiences of homelessness.

Description of Internship: DESC is partnering with the UW School of Nursing to develop a client health survey to measure the health conditions and barriers to healthcare experienced by our clients. People with serious behavioral health disabilities experience some of the largest health disparities in the United States, including dying 15 to 30 years earlier than the general population. These disparities are exacerbated when they intersect with homelessness status and disparities related to race, ethnicity, gender, and sexual orientation. The purpose of the client health survey is to measure the health conditions and disparities experienced by DESC clients so that we can better understand our clients' needs, improve our services, and advocate for public policies and funding that address our clients' needs.

The UCBI intern will work with DESC's Senior Manager of Healthcare Integration to implement the DESC client health survey project. Duties may include training DESC staff on how to administer client health surveys, assisting with the randomized selection of clients to be interviewed, assisting with survey coordination, and conducting client interviews. The intern will receive training and ongoing support and supervision, including developing a work plan that meets the intern's learning goals and DESC's client health survey project needs.

Qualifications:

- Alignment with DESC's mission (learn more about our mission at www.desc.org).
- Social justice-minded, with insight into how their own identity, privilege, and power dynamics may influence their contribution to our work.
- Strong communication and organizational skills.

Real Change Homeless Empowerment Project

Address: 219 1st Ave S Suite 220, Seattle, WA 98104

Mission: Real Change exists to provide opportunity and a voice for low-income and homeless people while taking action for economic, social and racial justice. We envision a just, caring and inclusive community where people are no longer marginalized by race and class and have the means to live with dignity.

Description of Internship: The Vendor Center is a dynamic community space where vendors not only come to purchase the paper, but to receive limited services primarily focused on emergent needs. There are several projects the intern could complete. Below are a few that would greatly benefit the organization and the vendors:

- Create a resource system available to vendors who do not have intense case management
 - Could include a bulletin board of local services
 - Create an information table that could be staffed by volunteers that helps vendors look up needed resources, call places, etc.
 - Help vendors access on-line resources
- Create a pipeline for free activities that vendors can attend. This includes networking with local organizations and soliciting tickets as well as setting up an ongoing relationship with these organizations.
 - Sporting events, local attractions, theater, etc.
- Create a list of community events that vendors can attend and benefit from and put together a monthly calendar of events

Daily Core Tasks:

- Reach out to local organizations
- Coordinate vendor participation in community events
- Answer community and vendor questions
- Work collaboratively with other departments within Real Change
- Support vendors to build relationships, resolve conflicts, and offer coaching
- Sell papers to vendors at the sales desk when needed

Qualifications: Comfortability working with the street homeless population. Comfortable in an often chaotic, fast paced and often unpredictable environment.

Our schedule needs are very flexible during our open office hours, which are:

Monday, Tuesday, Thursday, Friday: 8:00 am – 4:00 pm

Wednesday: 8:00 am – 6:00 pm

Field 4. Immigrant and Refugee Services

Casa Latina

Address: 317 17th Avenue S Seattle, WA 98144

Mission: Casa Latina advances the power and well-being of Latinx immigrants through employment, education, and community organizing. We envision a future in which the Latinx community participates fully in the economy and democracy of this country. Casa Latina was founded in 1995, shortly after unprecedented numbers of Latinx workers began arriving to Seattle. Since then, the organization has grown from doing street outreach out of borrowed spaces, to organizing job dispatch out of a trailer in a parking lot, to now providing a suite of impactful programs—including day labor dispatch, English classes, job skills and safety trainings, and community organizing—at our three-building campus in Seattle's Central District.

Description of Internship: Self-directed internship project(s) could include one of the following: Assist in the development of a volunteer “Assistant Volunteer Coordinator position, working closely with the staff Volunteer Coordinator to identify key gaps in volunteer engagement, research volunteer needs and interests, develop a list of potential volunteer enrichment activities, identify additional volunteer recruitment strategies, expand volunteer outreach etc. Develop a training and outreach program for our community allies to engage with local immigration-related issues, helping increase Casa Latina's capacity to support and educate our base of active community allies. Revamp/develop a digital marketing strategy for our Day Worker's Center program, researching and testing various outreach strategies.

All interns at Casa Latina work at least one weekly morning shift in our Day Workers' Center as part of their core responsibilities. Interns help us ensure the smooth running of this vibrant site, focusing on communication with prospective employers. Tasks include: receiving calls requesting workers, processing online worker requests, relaying expectations to employers around fair wages and safe workplace conditions, following up with employers regarding their experience with Casa Latina workers, entering employment and feedback information into a database.

Qualifications:

- Intermediate to advanced Spanish language ability
- Demonstrates cultural competence and commitment to inclusivity
- Strong interest in social justice and anti-racism work in solidarity with marginalized communities
- Demonstrates flexibility, strong critical thinking skills, and ability to problem solve in a dynamic work environment
- Able to meet deadlines and project goals while working independently
- Self-driven personality and working style, able to take on a project and run with it (with regular supervision, of course!)
- Willingness to adhere to volunteer and workplace policies

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:Coordinate training agenda and schedule for the Business Opportunity Center classes: 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. This is part of 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.

Develop and execute marketing project for our small business food vendors:

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!

Develop and execute marketing project for our Centilia Cultural Center

Our Centilia Cultural Center is a multicultural event space located in Plaza Roberto Maestas. Centilia is a popularly known term in the Nahuatl (Uto-Aztecan) 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.

Qualifications:

- Mail Merge, Outlook, Publisher, Adobe, Social Media platforms and Salesforce database
- An interest and commitment to providing programs and services to communities of color and low income communities is important.
- This position is great for someone interested in learning about event planning, community action agencies, social justice advocacy, and supportive services for low-income communities.
- The intern must be able to work in a multi-ethnic, multi-cultural setting, perform in a professional manner at all times, have good organizational skills, be able to multi-task, and be able to work in a fast-paced environment

Filipino Community of Seattle

Address: 5740 Martin Luther King Jr Way S, Seattle, WA 98118

Mission: The mission of the Filipino Community of Seattle (FCS) is to promote cultural diversity, ethnic pride, unity, education, and socio-economic empowerment among Filipino Americans in the Pacific Northwest. The FCS Youth Programs focus is to provide accessible after school acculturation and STEAM enrichment classes.

Internship Description: A UCBI Intern project will be to support the FCS Youth Program Facilitator. This includes assisting the facilitator in running the program, help prepare materials, support/aid students, supervise students, and attend team meetings and weekly check-ins with supervisor.

Daily Core Tasks include:

- Attend FCS Youth Program
- Assist in running Youth Program
- Support/aid students in activities within the program
- Supervise students
- Prep materials for class
- Communicate with FCS staff, partner school staff, and parents
- Provide feedback on program
- Document any incidents that may occur during program
- Attend meeting with Best Start for Kids Coach grant
- Attend team meetings and check-ins with supervisor

Qualifications:

- Reliable transportation.
- Preferred student availability: Monday/Wednesday/Friday after 3:30pm, Tuesday/Thursday 1:30pm-5:30pm

International Rescue Committee

Address: 1200 South 192nd Street, 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. The IRC's New Roots program helps individuals and families adjust to their new home through gardening, food justice and nutrition education, orientation to U.S. food systems, and youth leadership activities.

Description of Internship: For three years, New Roots has led a Youth Food Justice (YFJ) summer internship program for high-school-age youth in Tukwila. The goal of the internship program is to develop a new generation of food justice advocates in refugee and immigrant communities in South King County. YFJ interns combine education about food systems and food justice with a hands-on community project in their local food landscape. The UCBI intern will take leadership on:

1) Expanding and deepening the YFJ curriculum. The UCBI intern will research food justice and other relevant curricula, and adapt lessons to the populations the IRC serves, for example with regards to English language level and cultural backgrounds of participants. The intern will also help develop wellness and self-care components of the curriculum.

2) Creating community partnerships for the hands-on service component of the program. The UCBI intern will research and map relevant community organizations and partners, coordinate meetings with potential partners, and play a lead role in setting up YFJ summer interns with relevant and impactful community service work.

3) Research potential value-add products to promote program sustainability. Past YFJ participants have expressed interest in selling a food product at the IRC's farm stand to help fund the YFJ program (for example, to fund intern stipends and program supplies). The UCBI intern will help research potential products that are allowed to be sold at the Tukwila Village Farmers Market and other relevant rules, regulations, and best practices to help IRC staff decide whether this is a feasible model to implement. If time permits, the UCBI intern may also begin developing a business plan.

Qualifications: Background in research, curriculum development, agriculture, food justice, youth and community engagement or intercultural communication is preferable. A WA state driver's license is highly encouraged, and fluency in other languages, such as: Swahili, French, Nepali, or Burmese are highly desired though not required. A UCBI intern will need to be highly organized, self-motivated, able to multi-task, flexible, and proficient in Microsoft Office.

Field 5. Political and Economic Justice

Columbia Legal Services

Address: 101 Yesler Way, Ste 300 Seattle, WA 98104

Mission: For many years, Columbia Legal Services has represented some of the most marginalized people in our community. We use every legal tool available on their behalf. Our role to serve people and use advocacy that otherwise would not be available makes our work an integral part of the Washington Alliance for Equal Justice. As a proud member of the Alliance, our vision of justice is when people have the necessary tools and opportunities to achieve social and economic justice, a more equitable and inclusive society is possible. Through large-scale litigation, policy reform, and innovative partnerships, our lawyers and staff work in furtherance of our mission. The ideal candidate for any position at CLS will be able to articulate their role in the achievement of that vision.

Description of Internship:

Grants Calendar: Columbia Legal Services has recently invested in the creation of their development department and is developing the systems and structures that will help the organization grow. To this effect, the intern will be responsible for working with their supervisor to finalize a Grants Calendar for the organization, complete with foundation research and deadlines.

Power Map: Using interviews with CLS staff members, and researching donors and sponsors of other organizations, the intern will work with their supervisor to create a donor/staff “power map,” identifying key relationships that should be cultivated on behalf of the organization.

Database Management: The “power map” project research will be placed into the organizational database, creating a more robust picture of the CLS community.

Event Planning - House Party: CLS will throw at least one house party - a community-building event hosted by a CLS board member. The intern will be responsible for working with their supervisor on the timeline of the event, invitations and other administrative duties surrounding the party. .

Qualifications:

- Strong organizational skills and experience using Microsoft Office Suite programs, including Outlook, Word, Excel, PowerPoint, and other MS Office Suite programs
- Quick learner and team player with a strong initiative and willingness to ask questions and seek clarification.
- Excellent written and oral communication skills and strong attention to detail.
- Demonstrated commitment to social justice issues
- We do ask that the intern be available from 2:30pm-3:30pm each Monday, in order to join a weekly meeting between the Communications and Development teams

Neighborhood Legal Clinics

Address: King County Bar Association, 1200 Fifth Avenue, Suite 700, Seattle, 98101

Mission: Neighborhood Legal Clinics, as part of the King County Bar Association, operates more than thirty legal clinics throughout King County. We provide assistance to primarily low-income clients through 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: (1) Legal Clinic Improvement Project: this involves researching, recommending, and implementing best practices from other urban legal aid systems throughout the United States. An intern would attend a legal clinic once per week, complete an observation report, and then use this to guide their analysis of other legal aid systems. This project is intended to expand our scheduled appointment clinics' capacity in order to serve a larger volume of clients. (2) Bankruptcy Clinic Online Scheduling Project: this involves implementing a pilot program to allow clients to quickly and easily schedule appointments for our specialized debt & bankruptcy legal clinics. All of our scheduling is currently done over the phone; for this project, an intern would learn to schedule appointments via phone, and use this experience to assess and give feedback on our online scheduling model. This project is intended to allow clients (particularly those with disabilities) to more easily get appointments for debt/bankruptcy legal help, but is also intended as a testbed for wider implementation of online scheduling. (3) Clinic assistance and observation (once per week): assist clients and volunteers who are having legal consultations at a variety of legal clinics (general and specialized) while developing reports on clinic efficiency and client/volunteer satisfaction. (4) Intake & referral (once per week): receive calls from clients seeking legal aid, assess and categorize their legal issues, and schedule an appointment or refer to another organization that can better assist the client. (5) Feedback meeting and research (once per week): meet with NLC supervisor and program manager to discuss clinic observation reports, unmet client needs, and conduct research to improve deficiencies in our clinics.

Qualifications:

Required: (1) The ability to travel, either by car or by transit, to KCBA's offices in downtown Seattle and to various Neighborhood Legal Clinic locations in King County; clinic locations are located near transit stops for client convenience and ease of access.

Desired: (1) Prior experience and interest in helping underserved low-income populations, especially homeless and immigrant populations.

(2) Fluency in another language; we have the most demand for Spanish language skills, but we also have many clients who speak Vietnamese, Mandarin, Russian, Somali, Amharic, Tigrinya, Arabic, Farsi, Cantonese, Korean, Urdu, and Hindi.

Pike Market Senior Center

Address: 85 Pike Street #200, Seattle, WA 98101

Mission: The Pike Market Senior Center welcomes over 120 individuals daily and invites them to participate in a social network of services for their minds, bodies and spirits. We offer nutritional support through balanced daily meals, social services and wellness activities, while engaging our members within the senior center setting as well as the greater Seattle community.

Description of Internship: Outreach for Active Democracy is a project designed to address the lack of engagement in our civic society and democracy by the underserved, marginalized members of our Senior Center.

Despite recent upticks in voter participation, a significant portion of the electorate, concentrated in low-income and minority communities, is still alienated from the electoral process. This weakens our democracy by excluding from major public policy decisions the voices of the most vulnerable and least powerful. Strong democracy needs active participation from all sectors of society, and works hard to engage low-income and minority voters in the civic process.

The intern will:

- Work with staff to introduce the project to Senior Center members, interacting with them to gain their ideas and opinions on the project. We will identify a few among them who will be most active partners.
- Define barriers to active participation on democracy and research gerrymandering and attacks on voting rights.
- Help to create an environment of civic engagement within Senior Center, using bulletin boards, posters, guest speakers. (for example: League of Women Voters, Urban League, and other speakers bureaus.)
- Register members to vote.
- Provide information about state Initiatives to the People, inviting the pro and con sides to speak.
- Begin planning a democracy event that will take place the last week of the internship

Qualifications:

- Outgoing, energetic personality.
- Excellent oral and written communication.
- Public speaking.
- Organizational – be able to create an action plan and follow it through
- Commitment to the project – belief in the democratic process and civic engagement.
- Cultural competency.
- Ability to work with a diverse population of older adults, some of whom may have disabilities.
- It is important that the student be able to work at the Senior Center 2 or 3 mornings a week.

QLaw Foundation

Address: 101 Yesler Way, #300, Seattle, WA 98104

Mission: The QLaw Foundation of Washington bridges the divide between the LGBTQ community and legal professionals. It offers several legal clinic programs, including clinics specifically serving transgender and nonbinary communities, immigrant/refugee communities, and LGBTQ families, as well as offering community legal education, training LGBTQ+ community activists around legal issues, and providing trainings for lawyers, judges, and court personnel on LGBTQ+ community issues. In January 2019, QLaw Foundation will launch a new clinic partnership with Lavender Rights Project and Entre Hermanos, as well as a pro bono attorney network.

Description of Internship: UCBI interns will work primarily on QLaw Foundation's LGBTQ Legal Clinic programs, staffing the intake and referral line for individuals seeking legal assistance, scheduling clients for legal clinic appointments, conducting follow up client interviews, and managing client data.

The 2020 UCBI intern will assist with the launch of QLaw Foundation's Pro Bono Attorney Network, which will offer opportunities for Washington lawyers from a variety of practice areas to represent LGBTQ+ clients at no charge. The UCBI intern will market the network, coordinate trainings, managing attorney volunteers, assist with case evaluation, and pair clinic clients with appropriately-skilled attorneys.

Finally, UCBI interns will complete a written project which will be developed at the start of the internship according to current or emerging community needs. Possibilities include creating a self-help legal guide to a legal issue important to LGBTQ+ communities, conducting community surveys regarding legal needs, or writing legislative summaries and/or public education materials about emerging federal or state rule-making affecting LGBTQ civil rights.

Qualifications: Essential skills for this position include creativity, courage, patience, empathy, authenticity, open listening, and flexibility. The QLaw Foundation LGBTQ legal clinics serve many individuals who have experienced discrimination, harassment, or other trauma, and we are frequently their first contact with the legal system. It is a core value of our organization that we treat the communities we serve with compassion. Additionally, the UCBI intern will be an integral part of QLaw Foundation's programmatic expansions and will work closely with the Executive Director on implementation of new program partnerships and developing training materials, so it is important that the UCBI intern be creative, flexible, and able to work independently. The UCBI intern must have knowledge as to the diverse lived experiences of LGBTQ+ communities and particularly queer and trans communities of color. Finally, the UCBI intern must be able to speak and understand Spanish at an advanced level, and fluent Spanish speakers and/or members of Latinx communities are highly desired.

UCBI interns may select two 5-hour shifts which fall at any time between 10am and 6pm Monday through Friday, located at QLaw Foundation's main office.

Field 6. Youth Development

Amara

Address: 5907 Martin Luther King Jr Way S, Seattle, WA 98118

Mission: Amara works to ensure that every child in foster care has the love and support of a committed family - as quickly as possible and for as long as each child needs.

Description of Internship: The Amara Emergency Sanctuary provides interns the ability to gain experience with direct, trauma informed care for children who are just entering the foster care system. While basic needs and well being are at the forefront, interns are also given the opportunity to pair with staff members to learn more about the ins and outs of the child welfare system and the process that happens from a few moments before a child enters the Sanctuary all the way through discharge and beyond.

A UCBI intern can expect to help the Program Manager with implementation and maintenance of the Children's Services work plan goals (currently being developed for 2020). For instance, in 2019, the Program Manager was tasked with ensuring that 75% of children entering the Sanctuary were having their cultural needs met. This statistic needs to be tracked and monitored, given a visual space for recognition, and a constant evaluation of how to improve. The services that are being provided to kids are also ever evolving and another task would be around creating a resource manual that would allow staff and Sanctuary volunteers meet cultural needs of children. A UCBI intern can assist the Program Manager with this type of task in 2020.

Qualifications:

- 21 years of age (required)
- 6 month commitment
- 1 year of childcare experience (required); Experience can be informal (caring for siblings, babysitting, etc) or it can be formal (professional work experience)

InterIm CDA

Address: 310 Maynard Avenue South, Seattle, WA 98104

Mission: InterIm CDA (ICDA) has a 50-year history of advancing social justice and equity for Asians, Pacific Islanders, immigrants, refugees and low-income individuals.

Description of Internship: We want to visually document the lives of lower-income residents and the physical environment in our community. The residents include participants in our Healthy Community, Danny Woo Community Garden, and Tenant Service programs. We want to show the relationship between these residents, the physical and social environment, their health, and other facets of life in this community. One goal of the project is to reveal the benefits that community development programming can create for these participants, as well as the whole community within the context of a social justice and sustainability framework. We also want to expose the present-day threats of displacement and how that endangers the health of residents and livelihoods of small businesses. We additionally want to understand the existing assets and resources in our community, which will help us improve our existing programming and strengthen community relations.

We will utilize our youth in the WILD program to document many of these images. WILD is a youth development program set within the context of environmental education, social justice, civic engagement, and intergenerational relationship building. As an essential step in engaging these youth of color in this project, we want them grounded with an understanding of their history and culture. Consequently, we will want the youth to document their own stories and WILD activities that include improving the Danny Woo International District Community Garden, conducting activities at Hing Hay park, and creating nutritional culturally appropriate meals with the elders in the CID. Our youth will gain new skill sets that will help with their leadership and communication.

The UCBI intern will help facilitate this project with the WILD Program Manager, including helping to develop the curriculum and facilitating meetings with the youth.

Qualifications:

- The UCBI intern will need to go through a background check.
- The student will need to be available from 3:30pm to 6pm.

Skate Like a Girl

Address: 305 Harrison Street, Seattle, WA, 98109

Mission: Skate Like a Girl is a 501c3 nonprofit that operates in three states, serving individuals of all genders in the Bay Area, Portland, and Seattle. Each chapter carries the same mission forward utilizing consistent practices and programs, creating a collective that strives for equity in the sport of skateboarding and beyond. Key programs include school-based skateboarding enrichment at high-needs schools and skate clinics for non-cisgender male skaters.

Description of Internship: Curate and coordinate 20+ silent auction items from individuals and businesses for Skate Like a Girl's annual Get on Board fundraiser, to be hosted in April 2020, to raise \$5K necessary for scholarships for Summer programming.

Coordinate and secure 20+ in-kind food and product sponsors for the 11th annual Wheels of Fortune skateboarding event.

Coordinate and sell Skate Like a Girl merchandise at weekly Women&Trans skate lessons and sessions.

Daily Core Tasks Include:

- Attend and participate in Skate Like a Girl Event Committee meetings and standing meetings with intern supervisor, directors, board members, and/or volunteers.
- Co-chair Sponsorships Committee for Get on Board and Wheels of Fortune events, including regular communication with committee members, task management, and reporting
- Solicit in-kind donation requests via email, phone, and in-person ask to various individuals and businesses
- Arrange donation pick-ups/drop-offs
- Attend Women&Trans skate sessions on Monday and/or Wednesday evenings, as well as various other events
- Coordinate artwork, ordering, tracking inventory, selling, and reporting merchandise sales

Qualifications:

- Self-directed work ethic and passion for exceptional quality of work
- Ability to travel to Skate Like a Girl offices (located downtown at Seattle Center) and occasional skateboarding programs/events located throughout the city
- Access to smart phone device and laptop encouraged
- Valid driver's license for picking up/dropping off supplies & items. Access to a vehicle preferred
- Passion for event planning and relationship building
- Strong verbal and written communication skills
- Commitment to clear communication with internship supervisor
- Open to receiving constructive feedback throughout internship

Turning Point

Address: 1315 N 160th Street, Shoreline, WA 98133

Mission: Turning Point's mission is to close the opportunity gap faced by disadvantaged students in Shoreline, Washington. The students Turning Point serves are among the most ethnically and linguistically diverse in the Shoreline District, and from the lowest-income families. We meet the academic challenges they face with two programs: Tutoring, and STEM Academic Enrichment (science, technology, engineering and math).

Description of Internship: The Intern's primary responsibility will be planning and coordinating Turning Point's after-school tutoring program in collaboration with Turning Point's Director. The program takes place Monday, Tuesday, and Thursday each week from 3:15pm - 5:15pm, and serves 35 students in the 2nd-6th grades.

Alongside the Director, the intern will assist in recruiting and supporting 25 volunteers; serve as a volunteer tutor for 2-3 students; manage the program logistics and flow of the tutoring sessions; collaborate with parents in facilitating monthly community dinners. The Intern will be expected to be on site for the three-day/week tutoring sessions, overseeing the program. Independently, the Intern will create one (or more) events for students and parents to connect with each other and with the larger community, (a student talent show is one example).

Qualifications:

- Culturally aware and respectful of diverse backgrounds.
- Capable of working collaboratively with others to achieve program goals.
- Strong communication skills and ability to speak easily with volunteers, students and parents.
- Comfortable leading activities and managing small groups.
- A good sense of humor and ability to laugh.
- Experience working with children.
- Willingness to follow program policies and guidelines.
- Pass a Washington State background check.
- Ideally, the Intern will be on site Monday, Tuesday and Thursday from 2:00pm - 5:30pm each week overseeing the program

Field 7. Doorway Project

YouthCare

Address: University District Youth Center, 4516 15th Avenue NE, Seattle, WA 98105

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: Specific projects will include, but are not limited to:

- 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.
- Based upon intern area of expertise/interest: Supporting lessons with the potential to participate in larger projects such as lesson planning, curriculum design, and program design.

Daily Core Tasks include:

- Engage young people in a variety of settings including UDYC, the streets, schools, and other areas where young people congregate.
- Promote YouthCare programs to young people and community partners.
- Build trust and rapport with young people experiencing homelessness
- Collaborate with other University District Service Providers in outreaching to service population according to social justice model and Theory of Change.
- Staff regular engagement hours shifts safely and therapeutically.
- Provide de-escalation, crisis intervention and basic counseling services.
- Acts as an advocate for promoting the role of the arts in educating young people by creating partnerships within the community and community-at-large

Qualifications:

- Ability to pass a background check
- Thorough understanding of the history of institutional racism and oppression
- Completion of coursework related to social justice
- 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

TeenFeed

Address: 4740B 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 met 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

Description of Internship: Outreach Intern – Work with Teen Feed’s street Outreach Coordinator to support the planning and execution of regular outreach to homeless youth and young adults. Teen Feed’s outreach team is responsible for street outreach throughout the week, managing a weekly drop in event, and day to day client basic need fulfillment. As an intern, you would work to plan, prepare and execute street outreach events. Additionally, you would work with the team to expand the scope of street outreach as well as adjust existing routes based on guest needs.

Stewardship and Development Volunteer – Work with Teen Feed’s Director of Community Engagement, Volunteer Coordinator, and administrative staff to create a system for coordinating donor and volunteer appreciation. Manage volunteers in writing thank you notes, crafting recognition letters, and editing newsletters. Support administrative staff in creating a schedule, detailed plan, and supplemental materials for ensuring that all members of our philanthropic community are acknowledged in a timely and appropriate manner.

On a daily basis, Interns will be expected to interact with Teen Feed homeless guests – Teen Feed is a youth centered program and Teen Feed’s young people not only attend the nightly dinner program but come by the office for a weekly drop – in, case management, and basic needs. Interns will form relationships with guests and may be asked to support the direct service team in leveraging basic needs to address guest needs. Interns will be expected to serve guests with empathy and kindness.

Qualifications: Requires: an interest in social services, homelessness services, addressing food insecurity, or community work. Interns must be consistent and reliable members of a team and possess the ability to work collaboratively. Additionally, interns should be self-starters and independent workers with the capacity to take on significant projects.

ROOTS Young Adult Shelter

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. 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.

Qualifications: Required: Dedication to those we serve. Strong anti-oppression framework and ability to interrupt oppression. Ability to balance emergent priorities with long-term projects. Desire to learn and have comfort level challenged. Reliable and punctual. Strong team player.

Preferred: Strong written and verbal communication skills. Prior social service experience. Graphic design skills.