

SOLID GROUND

Internship Position Description

POSITION TITLE: Communications Intern

DEPARTMENT: Communications

REPORTS TO: Communications Specialist and/or Communications Director

HOURS: 12-20 hours a week; minimum of 8 weeks; flexible start date

SALARY GRADE: Unpaid; opportunity to publish work on an award-winning community blog

Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and an anti-oppression approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

POSITION SUMMARY: The Communications Intern works with the Communications Department to generate impactful, engaging stories and visual content about our work and issues related to addressing poverty, racism and other oppressions.

ESSENTIAL RESPONSIBILITIES, DUTIES & TASKS:

- Research, write and edit content on Solid Ground's blog (WordPress experience preferred), and prepare Facebook and Twitter content.
- Research and obtain appropriate images for use in media.
- Proofread/copyedit print and web-based content generated by the Communications Department.
- Other related tasks, as assigned.

EDUCATION & EXPERIENCE:

- Interest in writing about poverty, undoing oppressions, and Solid Ground's efforts to support people to build skills and achieve their goals.
- Experience writing or editing publications and/or web-based content is a plus.
- Fluency in MS Office Suite necessary. Knowledge of WordPress and desktop publishing programs a plus (including Adobe InDesign and Photoshop).
- Photography/videography skills a plus.
- Experience working with low-income communities or demonstrated interest in issues affecting low-income communities.

MINIMUM QUALIFICATIONS:

- Excellent communication skills, both oral and written.
- Strong organizational skills and the ability to handle multiple projects simultaneously.
- Ability to work individually in a self-directed manner and as part of a team, coordinating efforts with program staff.
- Willingness and ability to work with people of all ages from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and gender identities.

TO APPLY:

Please submit the following:

- Solid Ground Internship application form (online form or downloadable Word form)
- Washington State Patrol background check
- Cover letter
- Résumé
- Two short (1-2 pages) writing samples (e.g., blog/social media posts, essays, newsletter articles, etc.)

Obtain application forms by contacting our Volunteer Coordinator at 206.694.6825 or volunteers@solid-ground.org.

If applying by mail, please return completed Word applications to: Solid Ground, Attn: Volunteer Coordinator, 1501 North 45th Street, Seattle, WA 98103-6708.

Open until filled.

WOMEN, PEOPLE OF COLOR AND PERSONS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY. SOLID GROUND IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.