



Job Description

Rebuilding Together Seattle Intern

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Rebuilding Together Seattle (www.rtseattle.org) offers a year-round, part-time internship program for college students or early graduates. The intern is supervised by the RTS Executive Director, and works with the RTS Board of Directors & Staff on various office operations. Projects may include (*but are not limited to*):

- Entering contact information into RTS database
- Tracking important outreach and development activities on Microsoft Excel
- Organizing and maintaining office supplies and the RTS warehouse
- Assisting with mailing projects and events
- Answering the phones and speaking with clients
- Helping execute rebuilding day logistics
- Facilitating the RTS client application process
- Conducting in-kind solicitation projects for office supplies and warehouse inventory
- Conducting community partner and sponsor research
- Conducting various outreach activities
- Composing documents on Microsoft Word and Microsoft Excel
- Printing and tracking thank you notes to individual and in-kind donors
- Assisting with activities concerning the RTS Youth Board and Young Professionals Society
- Miscellaneous projects assigned by Executive Director and Program & Outreach Coordinator

QUALITIES OF INTERN

REQUIRED QUALITIES & SKILLS

Intern must be: professional, trustworthy, organized, responsible, hardworking, team-player, positive attitude, flexible, patient, friendly, strong phone skills, attention to detail, good writing skills, demonstrates solid follow-through, knowledge of Microsoft Word, Excel, and other Microsoft programs.

Preferred Qualities:

- experience working or volunteering for a non-profit organization
- some knowledge of the home and/or construction industry

TENTATIVE SCHEDULE & HOURLY RATE

-3-5 days per week, 15-20 hours per week

-The RTS Internship position begins as a non-paid, temporary position for all candidates. Depending on the intern's commitment level and work performance (after approximately 1-2 months), the intern is then considered for an hourly pay. Free parking at the office is included, if needed.

**Please note: Official schedule to be agreed upon by the Executive Director and Intern.*

DIRECTIONS FOR APPLICANTS

-Please email your cover letter and resume to mthirlby@rtseattle.org with the subject line: "Intern Applicant." Please mention (in your email) when you would like to start working, and for how long. RTS will contact you if we would like to set up an interview time. For more information about RTS, please visit www.rtseattle.org. Thank you for your interest in Rebuilding Together Seattle!