

Nonprofit Development and Programs Internship

Position Description

**Background**

Rebuilding Together Seattle is the leading community revitalization partner focused on addressing substandard, unsafe, and unhealthy housing conditions. As part of the national Rebuilding Together network, our 130 affiliates repair 10,000 homes annually with the help of nearly 100,000 volunteers. We leverage resources and partnerships to offer home repair and modification services to low-income homeowners and nonprofit facilities at entirely no cost to them. Our coordinated approach between residents, volunteers, municipalities, nonprofits, businesses, foundations, and other partner organizations builds and sustains safe, healthy, and thriving communities. More than housing repair, we improve health outcomes, stabilize housing, and reduce the need for new affordable housing. Our work preserves treasured memories and restores social networks, while celebrating community through the strengthening of our neighborhoods. Together we rebuild homes and transform lives.

**Development and Programs Internship**

Rebuilding Together Seattle offers an ongoing, unpaid internship program geared toward current college students and recent graduates looking to acquire valuable hands-on experience in the nonprofit field. Interns will collaborate closely with the RTS staff, and work on many key projects relating to programs, fundraising, marketing, and outreach. We are looking for a dependable, detail-oriented, and thoughtful person to join our team of good humored, yet hard working professionals!

**Primary Responsibilities**

* Facilitate the client application process and assist on home assessments
* Help execute Rebuilding Day logistics, including project materials organization and warehouse management
* Support our impact study with the administration of client interviews and post-project surveys
* Assist with fundraising event preparation and logistics, marketing, and social media
* Solicit in-kind donations for program and fundraising events
* Conduct research and organize data for outreach, business prospecting, and community grants
* Propose special interest projects as designed and directed with RTS staff

**Ideal Candidate**

* Excellent attention to detail and great organizational skills – always strives for quality work
* Strong aptitude for written and verbal communication, including comfort with phone calls
* Responsible, reliable, and a team player for our small office
* Patient and comfortable working with a diverse population
* Responds well to delegation and takes initiative with projects

**Intern Schedule and Commitment**

* We ask that interns commit 15 office hours spread across at least 3 days per week. Office hours are conducted any time between 9:00 AM to 5:00 PM, Monday through Friday.
* The RTS Internship Program requires a minimum 3-month commitment, with the option to discuss an extension at the end of the term. Interested applicants should indicate schedule options and preferences when submitting their cover letter and resume.

**How to Apply**

To apply for the Development and Programs Internship, please submit your cover letter and resume to Caleb Marshall at cmarshall@rtseattle.org with the subject line “Intern Applicant: (Your Name)”. For questions about the program, please call our office at 206-682-1231.

**Equal Opportunity Employer:** Qualified applicants from all cultures, communities, and identities are encouraged to apply.