



Advocating for people with intellectual and developmental disabilities

Parent Coalition Internship Opportunity

The Arc of Whatcom County has an internship position available to assist with the **Parent Coalition** program.

This highly diverse position requires an individual with superb research, communication, and organizational skills who will report to the Parent Coalition Coordinator of The Arc of Whatcom County. Job duties will include:

- Work in support of Information and Education programs for families of individuals with developmental disabilities.
- Work on researching, organizing, developing, and distributing resource information in printed, electronic, web, and social media formats.
- All aspects of workshop and event organizing such as assistance with outreach and publicity, coordinating volunteer efforts, organizing event activities, and event participation.
- Solicitation and research for private and public funding including grant research and fundraising participation
- Communication with families and other programs in a professional and courteous manner
- Assist with record keeping, data entry, organization, and management of client data.
- Responsibilities can be tailored to the strengths and interests of the intern.

Applicants should be proficient with Microsoft Office. Knowledge of Adobe Contribute is a plus. Other job qualities include sensitivity to personal information and knowledge of HIPPA procedures is preferred.

For more information about this opportunity, please contact Monica Burke of The Arc of Whatcom County at 360-715-0170 x303. This is a non-paid internship position that offers incredible personal satisfaction and skill-building experience.

Achieve with us.®