



Whatcom Dispute Resolution Center

360.676.0122 | whatcomdrc.org | 13 Prospect Street, Ste. 201 | Bellingham, WA 98225

Position title: Youth Program Administrative Support Intern
Total Hours: *Internship:* 12 hours per week or 240 hours total
Volunteer: 4 hours or more per week
Reports to: Youth Program Manager and/or AmeriCorps Youth Program Assistant
Deadline: Open until filled

All positions require the following:

- Minimum commitment of six months / two quarters
- Commit to a regular schedule of 4-15 hours per week
- Volunteer at least 4 additional hours per month (urgent needs, coverage, posterings, special classes and events etc)

About the WDRC

The Whatcom Dispute Resolution Center (WDRC) is a local 501c3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is for Whatcom County to be a community in which people deal with conflict in creative and healthy ways.

This position is a part-time unpaid position that supports the organization's Youth Program. All tasks will be supervised by the Youth Program Manager or the AmeriCorps Youth Program Assistant.

Description of this position:

The Youth Program Administrative Support Intern consistently provides organizational and administrative support within the Youth Program. Depending on the individual's skills and interests, tasks may include: data entry and organization, event planning, outreach, editing, and grant writing. An ideal candidate would be organized, task and detail oriented, and creative. Applicants with previous database entry and maintenance and/or grant writing skills preferred. The intern or volunteer may also support the Youth Program by assisting with workshops or presentations. This position is ideal for a candidate interested in a career in non-profit management or fundraising.

Responsibilities:

- Provide direct support to Youth Program Manager and AmeriCorps Youth Program Assistant as needed
- Prepare materials, documents, memos, or letters as needed by Youth Program Manager and AmeriCorps Youth Program Assistant
- Maintain professional appearance and interactions with staff and clients.
- Maintain Youth Program files and data/statistics
- Assist staff in facility maintenance, supply organization and general office tasks as needed.

REQUIRED Skills & Experience

- Willingness to learn new computer skills and troubleshoot as needed
- Excellent communication, organization, and creative problem solving skills

Qualifications:

- Ability to learn about WDRC programs & events.
- Experience working with people of diverse ages, skills, ethnicities & belief systems.
- Ability to maintain neutrality
- Proficiency with Microsoft Windows, solid keyboard skills and Microsoft Office (esp. Word and Excel)
- Positive customer service skills.
- Good organizational skills and attention to detail.
- Ability to work both as part of a team and independently.
- Ability to be flexible and willingness to "roll up your sleeves" where needed.
- Ability to make and maintain regular volunteer hours and schedule.
- Experience with conflict resolution or interpersonal communication preferred