



## Job Description

### Rebuilding Together Seattle Intern

811 Harrison St  
Seattle, WA 98109  
P: 206.682.1231  
F: 206.682.8962  
[www.rtseattle.org](http://www.rtseattle.org)

**Rebuilding Together Seattle** ([www.rtseattle.org](http://www.rtseattle.org)) offers an ongoing, part-time internship program geared toward current college students. The intern is supervised by the Executive Director and Director of Programs, and works on various projects, including Program, Development, Marketing, and Outreach related tasks. The intern's responsibilities include (but are not limited to):

#### PRIMARY RESPONSIBILITIES

- Facilitating the RTS client application process
- Answering the phones and conducting interviews with clients
- Helping execute rebuilding day logistics
- Assisting with social media marketing activities
- Maintaining the RTS database
- Printing and tracking thank you notes to individual and in-kind donors
- Organizing office supplies and assessing RTS warehouse inventory

#### ADDITIONAL RESPONSIBILITIES

- Conducting and tracking outreach communications
- Assisting with annual fundraiser and program event planning
- Conducting sponsor and grant research
- Assisting with mailing projects and events
- Other miscellaneous program and administrative projects

#### REQUIRED QUALITIES & SKILLS

- The intern must show excellent attention to detail
- The intern must have strong writing and communication skills (verbal and written)
- The intern must be organized, responsible, and a team player
- The intern must be patient, flexible, and comfortable working with a diverse group of individuals
- The intern must have some knowledge of Microsoft Word and Excel

#### TENTATIVE SCHEDULE & HOURLY RATE

- The intern must work a minimum of three days per week (approximately 15-20 hours per week). Normal RTS office hours are from 9:00 AM to 5:00 PM, Monday through Friday.
- The RTS Internship position begins as a non-paid, temporary position for all candidates.

#### DIRECTIONS FOR APPLICANTS

PLEASE EMAIL YOUR COVER LETTER AND RESUME to [mthirlby@rtseattle.org](mailto:mthirlby@rtseattle.org) with the subject line: "Intern Applicant." *RTS will contact you if we would like to schedule an interview.* For more information about RTS, *please visit [www.rtseattle.org](http://www.rtseattle.org).* Thank you for your interest in Rebuilding Together Seattle!