



City of Seattle
VOLUNTEER STUDENT INTERNSHIP (unpaid)

MAYOR'S OFFICE

About the Mayor's Office and the Youth & Families Initiative:

As Seattleites, our greatest strengths are the passion we have for our City, our ability to solve problems creatively, and our concern for the well-being of our neighbors. In times such as these, when budgets everywhere are tight, the work of passionate, creative, and concerned people can make a big difference. The Mayor's Office is committed to a government that empowers the people it serves. The children and families of our city are facing many difficult challenges. As a community, we need to talk about what we want for our kids and how best to create a healthy, positive and equitable environment for all families in our city. It is only together that we can solve the deep, complex problem of how to create an equitable community for our great city's youth and families. There is no one solution, no one program or person who can point our neighborhoods in the right direction.

POSITION & DUTIES: Youth & Families Initiative Intern

- Coordinating with Public Outreach Liaisons and the Department of Neighborhoods for community outreach efforts,
- Coordinating with offsite facilities staff for set-up and take down for outreach events,
- Greeting the public at public outreach events,
- Drafting correspondence to be signed by the Mayor's Office to respond to incoming correspondence about the Initiative,
- Helping to ensure that diverse communities' ideas are represented in the process,
- Keeping an eye on IdeasForSeattle.org for public comments about the Youth and Families Initiative, and
- Assisting with document retention requirements.

EDUCATIONAL BENEFIT:

- An opportunity to engage in a grassroots democratic planning process,
- Gaining hands-on experience in event organizing, planning and logistics,
- Learning to synthesize public feedback,
- Working with diverse communities, and
- Acquiring knowledge on a gamut of Seattle's education issues.

REQUIREMENTS

Enrollment: Applicants must be upper-level undergraduates or graduate students (related experience can substitute for class standing) and in good academic standing. Ability to gain academic credit for internship experience during spring and summer quarters. ****Exception: students who are enrolled in academic programs where an internship is a graduation/degree requirement (proof will be required).**** Students who will not be enrolled past June 2010 will not be eligible for this internship.

Qualifications: Strong commitment to public service. Time management skills: ability to estimate resources required & delivers on time. Ability to operate independently as well as work in a team environment. Strong writing skills. Ability to handle frequent changes in deadlines and priorities. Ability to be a good listener and work inclusively with all community and government contacts. Ability to apply the concepts of the Mayor's Race and Social Justice Initiative into daily work.

POSITION BEGINS / ENDS and HOURS

It is anticipated the position will start late March (beginning of spring quarter) and will last through the end of the summer. The work week hours can be flexible during spring quarter (approximately 10 hours per week) and 20-25 during the summer.

HOW TO APPLY

Provide the following:

- A Cover letter
- A Resume outlining experiences and qualifications (please include your intended date of graduation)
- A **Transcript** of completed courses (Unofficial okay – should include credits, grades, and cumulative GPA)

Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department at cwp@seattle.gov

APPLICATION DEADLINE: 5:00 pm, Wednesday February 24, 2010

The City of Seattle is the first municipality in the United States to recognize and begin to address institutionalized racism. The mission of the Race and Social Justice Initiative, which began in 2005, is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents.