City of Seattle

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Seattle Youth Employment Initiative

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Examples of Internship Activities

COMMUNICATIONS/MARKETING

- Assist with creating marketing materials such as print ads, promotional pieces, posters, schedules, calendars, flyers, and brochures.
- Assist with the development, implementation, and review of marking plans and event budgets.
- Assist with creating television and radio ads.

COMMUNITY ORGANIZING

- Conduct community outreach for program/organization, including but not limited to distributing door hangers, delivering flyers, and tabling at community events.

EDUCATION

- Supervise children to ensure their health and safety; provide for a positive experience for each child.
- Plan and execute program activities.
- Assist in maintaining developmentally appropriate classroom including appearance, décor, and cleanliness of site.
- Serve as a mentor and tutor for students.

EVENT PLANNING

- Assist with various aspects of special events, including attending team meetings, providing the perspective of a Seattle young adult in the design and implementation of projects, attending meetings with community partners, and providing support during the actual events.
- Plan, promote, and execute an end of summer celebration.

PUBLIC RELATIONS AND SOCIAL MEDIA

- Assist in marketing program/events through social media platforms.
- Review the organization's website and blog for relevant and meaningful social media post ideas; create and post on organization's social media channels.
- Assist with the implementation and review of advertising media buying, promotions, public relations, and group sales for events.

RESEARCH

- Collect feedback and create an end of summer report on an aspect of the organization/program (examples: internships, customer service experience, new internal HR program, new product or service).
- Draft interview questions, schedule interviews, and conduct interviews of relevant constituents.

PROFESSIONAL DEVELOPMENT

- Create or update a LinkedIn profile and resume.
- Conduct informational interviews of members on the team to learn more about the profession and career paths.

Questions? Educurious is your resource.

Caitlin Spence or **Blake Konrady**
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206.402.4489

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Ready to post your internship online?

When you can confirm the details below, please post your internship position at:

https://seattle.launchpath.com/Account/Login

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INTERNSHIP INFORMATION

- ☐ Title
- ☐ Description (list of specific duties and responsibilities of the internship)
- ☐ Number of positions
- ☐ Posting website (optional)
- ☐ Average hours per week
- ☐ Total hours
- ☐ Hourly rate
- ☐ Application deadline
- ☐ Worksite address
- ☐ Start date
- ☐ End date
- ☐ Supervisor name
- ☐ Supervisor title
- ☐ Supervisor phone number
- ☐ Supervisor email address
- ☐ Available for course credit
- ☐ Interview required?
- ☐ Industry sector (s)

DAILY ACTIVITIES

Which of the following daily activities will the intern be asked to perform?

- ☐ Accounting/Finance
- ☐ Administrative services
- ☐ Business management
- ☐ Communications
- ☐ Community organizing/Outreach
- ☐ Construction and landscape
- ☐ Customer service
- ☐ Data entry/analysis
- ☐ Database management
- ☐ Education/Coaching
- ☐ Engineering
- ☐ Event planning
- ☐ Graphic design
- ☐ Health and medical services
- ☐ Human resources
- ☐ Marketing
- ☐ Mathematics and statistics
- ☐ Non-profit program management
- ☐ Photography/Videography
- ☐ Project management
- ☐ Public relations and social media
- ☐ Research
- ☐ Restaurants and catering
- ☐ Sales
- ☐ Transportation and logistics
- ☐ Technology: hardware/network administration, quality assurance/technical support, web design/software development
- ☐ Writing and editing

REQUIREMENTS

Which of the following are **must haves** for an intern?
You will only be matched with those who meet the selected requirements.

TRANSPORTATION
- ☐ Driver's license
- ☐ Access to a vehicle

SOFTWARE SKILLS
- ☐ Proficiency with MS Word
- ☐ Proficiency with MS Excel

SCREENING: Candidates must
- ☐ Successfully pass a background check
- ☐ Successfully pass a drug screening
- ☐ Be over the age 18
- ☐ Have a current food handler's card

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