

Seattle Youth Employment Initiative



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 marketing 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 Konrad**
youthemployment@educurious.org

206.402.4489

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>



INTERNSHIP INFORMATION

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

DAILY ACTIVITIES

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

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

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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