



Philanthropy Intern

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottilein late 2018. Our passionate staff is deeply committed to the youth for whom we advocate.

In 2021, we will celebrate our organization’s 15-year anniversary. We will be hosting a variety of events in 2021 (11+ friend and fundraising events) including virtual house parties, our annual celebration, virtual VIP events, virtual game nights, and virtual lectures by renowned speakers.

The Philanthropy Intern will primarily support the planning and implementation of these events and may also support other project activities.

This is a temporary, part-time position from January through December 2021. The total cumulative hours will be approximately 450. Start date and schedule are negotiable, but the intern should expect to work about 10 hours per week. A financial stipend is provided.

CCYJ’S CULTURE EMBRACES

- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.

- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism
- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.
- We believe everything happens out of your relationship with other people.
- We are grounded in the premise that great ideas can come from anyone at any time.
- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

REPORTING RELATIONSHIP

Reports to: Vice President of Philanthropy

SUPERVISION EXERCISED

None

FLSA STATUS

This position is considered non-exempt under the Fair Labor Standards Act and is therefore eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift and evolve over time.

- Coordinate with event presenters to collect, organize, and arrange biographies, session descriptions, and other written materials into event programs.
- Assist in the registration process for event participants, including managing online registration software, communicating with participants, and tracking, printing, and organizing registration materials.
- Assist with procuring items for gift baskets and trivia night prizes.
- Assist with the development of event programs.
- Oversee smaller donor engagement events.
- Assist with securing event venues and presenters.
- Monitor event activities to ensure attendees are satisfied.
- Assist in procuring sponsorships.
- Support the Philanthropy Team in ensuring timely completion of event preparation tasks.
- Other duties as assigned.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience

- Some experience planning large scale events desired.
- Some experience working with nonprofits especially those in the human services sector desired.

Skills and Abilities

- Careful attention to detail.
- Excellent organization and interpersonal communication skills.
- Problem solving, multitasking, time management, data entry, and administrative skills.
- Self-motivated, trustworthy, attentive, and adaptive.
- Strong working knowledge of Microsoft Office

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.

- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

TO APPLY:

Please submit a resume and cover letter to Jobs@CCYJ.org