



PO BOX 631
 Tenino, WA 98589-0631
 raise4rowyn@gmail.com
 www.raiseforrowyn.org

INTERN JOB EXPECTATIONS

Employment Type		
<input type="checkbox"/> Employee	<input checked="" type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor
Employment Type	Wages	OT Exempt
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Expectations		
This position listing is for an un-paid internship with potential for growth at the Raise for Rowyn office in Tenino, WA. The ideal candidate will be available for a part-time in-person role. Summer schedules can be flexible, ideally no less than 8 hours per week.		
65%	Administrative Assistance <ul style="list-style-type: none"> Works with Raise for Rowyn personnel on processing and managing all aspects of the grant application process. Works with Raise for Rowyn personnel on general office tasks such as managing correspondence in Raise for Rowyn main inbox, answering phone calls, scanning, printing, laminating and other clerical duties Create and organize a merchandise inventory system Organize supply rooms May works with Raise for Rowyn personnel on handling social media accounts and marketing plans 	
10%	Fundraising event coordination <ul style="list-style-type: none"> Works with Raise for Rowyn personnel and volunteers to assist in planning major fundraising events including the upcoming Run 4 Rowyn on June 17th where on-site tasks may be required. 	
10%	Development assistance <ul style="list-style-type: none"> Works with Raise for Rowyn personnel and volunteers to establish potential sponsors leads lists for event and program sponsorship development Contacts potential sponsors as needed 	
10%	Emotional Support Program <ul style="list-style-type: none"> Works with Raise for Rowyn personnel on preparing emotional support program components such as Angel Care packages, letters, sibling books and more. 	
5%	Other duties as assigned	