



## ***Outreach Intern***

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### Position Overview:

The Outreach Intern works with the Participation Programs Coordinator to help provide support for member outreach and volunteer recruitment & retention. This position must be available to attend meetings and events on evenings and weekends, including monthly Steering Committee meetings. In addition to data entry, organization, and analysis, the Outreach intern will also collaborate on volunteer and member appreciation parties, as well as contribute to field work at various festivals and schools.

### Key responsibilities:

- Assist Participation Programs Coordinator with processing membership & volunteer applications
- Ongoing digitization of member & volunteer hours
- Hosting one-on-one VERA volunteer orientations as needed
- Leading and staffing outreach events with members of our community
- Monitoring outreach materials, and ordering/printing more as needed
- Work with Steering Committee to improve volunteer and member recruitment & retention efforts
- Manage the [volunteer@theveraproject.org](mailto:volunteer@theveraproject.org) email, answering questions about our programs and opportunities
- Attend and take notes for monthly Steering Committee meetings and quarterly Member Meetings
- Take a lead role in organizing volunteers for the annual Viva Vera Gala (February 23 rd , 2019)
- Assist with running our online store, and send out orders weekly

### Required qualifications:

- Ability to work collaboratively with large groups of volunteers of all ages and lived experiences
- Ability to use Google Docs & Sheets to develop professional letters & reports
- Ability to use and troubleshoot standard office equipment including computers, printers, fax machine, and photocopier
- Ability to maintain confidentiality when appropriate/required
- Ability to process, absorb, and share information
- Flexible schedule including evenings & weekends.



Reports to: Participation Programs Coordinator  
Hours: 10-15 hrs/wk (flexible)

Internship Duration: 6 months  
Compensation: \$200 stipend + \$50 travel reimbursement per month

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.

**APPLICATION PROCESS:**

Please submit a cover letter and resume to [hiringcommittee@theveraproject.org](mailto:hiringcommittee@theveraproject.org) with **“Outreach Intern, YOUR FIRST/LAST NAME”** in the subject line. Priority deadline for applications is **10/22/18**.

Please note, we know there are great candidates who may not fit into what we’ve described, or who have important skills we haven’t thought of. If that’s you, don’t hesitate to apply and tell us about yourself! Or get in touch with us and simply ask, at [hiringcommittee@theveraproject.org](mailto:hiringcommittee@theveraproject.org).