

VISION & CALL PROJECT MANAGEMENT INTERN

At JVC Northwest, we co-create our movement for social and ecological justice by building relationships, organizing events, and sharing our stories to support our mission. The Project Management intern will work alongside staff to develop fundraising strategies, create materials, and design a project throughout the internship. This experience will be apprenticeship style, at 30 hours per weeks on average, with some events throughout the year. The type of project and content will be matched to the intern's skills, gifts, and experience. Interns will receive a stipend of \$1,750 per month for the ten month internship.

WHAT WE ARE LOOKING FOR

We need someone passionate about the JVC Northwest mission who is relational and enthusiastic about engaging and inspiring others.

Our team is committed to our core values (spirituality/reflection, community, simple living and social & ecological justice), but integrate those in their lives in a variety of ways. Vision & Call interns will be engaged in reflection on our core values as they grow over the course of the year.

Good candidates will excel in communication and basic project management skills like problem-solving, organization, time management, teamwork, and relationship-building. You don't have to be an expert—this role is all about honing your abilities and growing your project management abilities.

WHAT TO EXPECT

Weekly:

- One-on-one meetings with your mentor/supervisor
- Weekly Vision & Call discussion with interns and mentors

Monthly:

- One monthly grounding and two all staff meetings
- Relevant Team Meetings once or twice a month
- A one-on-one with a different staff person each month

Annually:

- Orientation in August
- Vision & Call Retreat in October
- Staff Days in December
- Potential to accompany a JV retreat
- Potential to accompany an Area Visit
- Annual Benefit Event in Seattle

TO APPLY:

Send a resume, cover letter, and one sample of your written work to khickman@jvcnorthwest.org. Resume review will begin April 1.

Work samples can include project communication materials such as newsletters, social media posts, press releases, or a blog post or article you have written. Work samples can be from a team if you can articulate your role in the creation of the final product. Samples may also be from an academic project or class; they do not need to be from paid work. Please choose the media that exemplifies your strength as a writer.

As part of our hiring process, we kindly request that you provide two references who can speak to your qualifications and work ethic:

1. Someone who has supervised you
2. Someone who has mentored or taught you

Please include the names, titles, contact information and brief description of your relationships.
Thank you!