



**Position Title:** Vision & Call Project Management Intern

### **About Us**

At JVC Northwest, we co-create our movement for social and ecological justice by building relationships, placing and supporting Jesuit Volunteers, and sharing our stories to support our mission. We respond to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Volunteers are led by the communities and individuals with whom they serve

We are guided by our core values: spirituality, community, simple living, and social & ecological justice. Our team is committed to living out these values in lives in a variety of ways.

### **Position Overview**

As the Vision & Call Project Management Intern, you'll have the opportunity to work with our staff to connect with our larger community and shape our narrative. The Project Management intern will work alongside staff to develop & execute fundraising strategies, create materials, and design a project throughout the internship using SMARTIE goals as a guide. This experience will be apprenticeship style, at 30 hours per week on average, with some events (in-person and virtual) throughout the year. The type of project and content will be matched to the intern's skills, gifts, and experience.

There will be time built into the internship to reflect on vocational discernment. An important part of this internship is not only what you bring, but how JVC Northwest can guide interns to intentionally think about their passions, enjoyments, and talents and how those can be combined into a vocation.

Interns will receive a stipend of \$1,750 per month (plus a housing stipend) for the ten-month internship.

### **Key Responsibilities**

- Fundraising Support

- Project Design
- Planning and designing the Benefit Dinner in Seattle
- Raiser's Edge/Blackbaud database work

### **What We Are Looking For**

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

Good candidates will excel in communication and basic project management skills like problem solving, organization, time management, teamwork, and relationship-building. Since this is a remote position, the intern should be comfortable and open to learning to work and collaborate remotely. They should have experience or an interest in independent work as well. You don't have to be an expert—this role is all about honing your abilities and growing your project management abilities!

### **What You Can Expect**

- Weekly:
  - One-on-one meetings with your mentor/supervisor
  - One-on-one meetings with the Vision & Call Communications Intern
  - Weekly Vision & Call discussion with interns and mentors and occasional guest
  - Weekly development meetings
- Monthly:
  - One monthly grounding and two all staff meetings
  - Relevant team meetings once or twice a month
- Annually:
  - Orientation in August
  - Vision & Call Retreat in October
  - Staff Days in December
  - Annual Benefit Event in Seattle
  - Potential trips:
    - Accompany a JV retreat
    - Accompany an Area Visit

### **TO APPLY:**

To apply, send the following to [khickman@jvcnorthwest.org](mailto:khickman@jvcnorthwest.org):

- **Resume**
- **1 page cover letter**

- **One sample of your written work**
  - 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.
- **2 references** who can speak to your qualifications and work ethic. Please include the names, titles, contact information and brief description of your relationships
  1. Someone who has supervised you
  2. Someone who has mentored or taught you