

Work Study Job Description

Job Title	Intern
Organization Name	Rainbow Center
Job Location	Tacoma, WA
Address	741 St Helens Ave. Tacoma WA 98402
Pay Rate	\$ - \$
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Laura Brewer
Phone Number	
Email Address	laura.brewer@rainbowcntr.org
Website	http://www.rainbowcntr.org/

Nature of Organization

The Rainbow Center's is non-profit who's mission is to eliminate discrimination based on sexual orientation and gender identity by providing education, resources, information and opportunities for empowerment.

Duties and Responsibilities

Varies. Greeter, answer phones, data entry, helping with outreach including tabling at events and possible social media work, assist with planning and implementation of major events like Out in the Park and Annual Black & White Gayla, assist with research, resource updates, and much more. As a small non-profit we need someone willing to do just about anything, just like the staff does.

Minimum Qualifications

Proficient in Microsoft Word, Excel, Publisher, also competent online and with email, familiar with social media like Facebook or Twitter, good communication skills and able to work with diverse individuals. Learns new skills quickly, willing to do anything, takes direction well.

Educational Benefits

Non-profit administration experience, enhanced business communication experience, experience working with a diverse and unique clientele. Especially good for people interested in social services, and non-profit work.

How to Apply

Send resume and cover letter including explanation of interest in working with LGBTQ community.

Job Number: 70RAIN01 | Category: Office & Administrative | Program: Community Service - STA |
Reimbursement Rate: 70%