

Whatcom Peace & Justice Center - Internship
1220 Bay Street, Bellingham, WA 98225

Supervisor: Aline Prata, Executive Director (office@whatcompjc.org)
Compensation: \$16.5/h 10-15h/week
Period of Employment: May – November 2023*
Application Deadline: April 20th or until position is filled

Overview

The Whatcom Peace & Justice Center (WPJC) is a small intersectional nonprofit organization that works to create a voice for peace and social justice in Whatcom County through partnerships with local community organizations, direct action, public witness, and education on alternatives to violence and war. We call on our government and society to disavow policies of violence and seek a culture of peace.

The Center was formed in early 2002 not only to address U.S. aggression against the people of Afghanistan and the invasion of Iraq, but also to establish an organization fostering nonviolence as a way of life and as a tool of domestic and foreign policy. Since then, WPJC has continued to evolve as a community hub, movement incubator and resource center for activists of all ages in Whatcom County. Currently, our work and programs focus on connecting local and transnational struggles against militarized violence and systemic oppression.

Responsibilities

As an intern, you will be involved in all aspects of our work, from helping to plan and run programs such as Alternatives to Military Service, to developing digital marketing materials for events, talks and workshops, as well as supporting fundraising efforts for the Center.

In September we're hosting our biggest fundraiser and educational event of the year: International Day of Peace, and you will be expected to collaborate and work closely with our planning committee to prepare for the event.

Actual duties will depend on program priorities at the time of the internship and the intern's interests and ability to develop their own project.

Responsibilities include, but are not limited to:

- Clerical tasks; supporting office functions and membership relations including welcoming visitors, managing phone calls, scheduling meetings, and supporting fundraising educational and/or organizing efforts
- Contributing to "The Dove" monthly newsletter and WPJC blog
- Joining International Day of Peace's planning committee, assisting with general planning, organization, coordination, and promotion of other WPJC events
- Creating informational brochures/pamphlets for outreach
- Attending WPJC-related events and help coordinating with volunteers and community partners

Required Qualifications:

- Commitment to social justice and community organizing
- Ability to work independently, as well as in group situations
- Interpersonal communication skills, including written and verbal
- Enthusiasm for working with a diverse cross-section of Whatcom County community members including elders, youth, business owners and the general public

Preferred Qualifications:

- General Computer Skills: Word, Excel, Outlook, Google Drive, etc.
- Experience with one or more of the following:
 - o Social media management
 - o Familiarity with Canva and Mailchimp
 - o Website management and design
 - o Fundraising and donor's stewardship
 - o Marketing and/or journalism
 - o Graphic design (i.e. through Canva, Adobe, etc.)
 - o Zoom & digital webinar proficiency

Educational/Professional Benefits

- Chance to connect with an intergenerational community and work alongside local human rights advocates and long-time community activists under direction of a diverse six-member volunteer board of directors
- As the WPJC intern you can gain new skills and experiences essential to pursuing a career path in the non-profit sector, while also developing a critical perspective of the nonprofit-industrial-complex
- Learn about community-centric fundraising strategies, donor stewardship, NGO management, marketing, and the local history of grassroots community organizing in Bellingham
- Network with other organizations and groups working on social justice and demilitarization.

Application Process:

Email the following materials to office@whatcompjc.org with "Internship Position" in the subject line. Please include a letter of interest that addresses how your interests and life experience align with the internship description. We would be happy to review your resume if you have one but it is not required. All application materials must be submitted by email as pdf files. The application deadline is April 20th 2023 (or until the position is filled).

*Dates of employment can be flexible depending on applicant availability and needs.