

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

**Supervisor:** Aline Prata, Executive Director (office@whatcompjc.org)  
**Compensation:** \$18.5/h 20h/week  
**Application Deadline:** April 20th or until position is filled  
**Period of Employment:** July - December 2024

**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 events and rallies, to developing digital marketing for them, running community outreach, as well as supporting fundraising efforts for the Center. In September we host 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, and supporting fundraising, educational, and organizing efforts
- Compiling and writing "The Dove" monthly newsletter
- 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
- Processing donations, including writing/sending appeals
- Attending WPJC-related events and help coordinating with volunteers and community partners
- Work on varying deadlines, with some on weekends, and potential evening events
- Attend events and learning opportunities with other local nonprofits, as schedule permits

**Required Qualifications:**

- Commitment to social justice and community organizing
- Interpersonal communication skills, written and verbal
- Ability to work independently, in partnership with fellow employees/volunteers, as well as in larger groups
- Enthusiasm for working with a diverse cross-section of Whatcom County community members including elders, youth, other organizers, business owners and the general public

**Preferred Qualifications:**

- General Computer Skills: Word, Excel, Gmail, 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 (especially using Weebly)
  - o Fundraising and donor's stewardship
  - o Marketing and/or journalism
  - o Graphic design (through Canva)

**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 volunteer board of directors
- 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](mailto: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 2024 (or until the position is filled).