Women of Achievement 2019 Luncheon – Award Nominations Internship Opportunity

Organization

YWCA is the oldest and largest women’s organization in the world. Our mission at YWCA: eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Since 1913 YWCA Spokane has served as a source of strength for women and children in the Spokane community. YWCA Spokane’s three umbrella programs include the Alternatives to Domestic Violence Program, the Women’s Opportunity Center and Children’s Services which includes Child Advocacy and the Early Childhood Education and Assistance Program. For more information please visit www.ywcaspokane.org

Position Summary

Provide support to YWCA Spokane’s development office in relation to our communications efforts, with and in support of nominators and selected honorees for YWCA’s Women of Achievement 2019 awards luncheon. This unpaid internship opportunity will support efficiencies within task management processes, data management systems, and engagement activities related to the success of the Luncheon’s awards nomination process. The selected candidate will collect, organize, and maintain nomination information and support ongoing engagement with selected honorees leading up to the luncheon.

Qualifications

Candidates will be passionate about the agency’s mission, have excellent written and oral communication skills, be technologically savvy, have experience with Microsoft Office tools and ideally experience with Google Suite. Candidates will have a strong attention to detail, be a good listener, feel comfortable talking on the phone, be enthusiastic, have a can-do-attitude, and can work well independently.

Expectations

- Approximate expected time commitment will vary between 1-5 hours weekly, depending on the stage of the nomination process. A flexible schedule can be identified that will align with the selected candidates availability in order to address daily and/or weekly responsibilities described below.
- Regular access to a phone and a computer with internet access is required, either through the candidates own access or through the use of resources at YWCA Spokane.
- Most tasks can be completed on-site at YWCA Spokane or at a location of the candidates choosing. Periodic tasks will need to be addressed on-site at YWCA.
- Support to address nomination related responsibilities will be needed starting the beginning of May through the end of June. Support to address tasks related to supporting selected honorees will take place July through October.
Responsibilities

The selected candidate will be provided with an opportunity to work with and support the acknowledgement of outstanding leaders in our community. The following includes a list of tasks that can be accomplished at YWCA Spokane’s office location and/or at an off-site location.

- Thank candidates as they submit a nomination by email using a pre-created email script.
  - Address any questions or concerns related to their submission.
- Print each nomination and any accompanying files. File in binder by category and update the tally sheet reflecting current count of nominations submitted in each category.
- Save a digital copy of each nomination received to YWCA’s server (or to designated Google drive folder if access to YWCA’s server is not available), in a designated folder and with the appropriate file naming conventions.
  - This may require scanning of documents received in print, or uploading files received digitally.
- Answer any incoming question via the woa@ywcaspokane.org email account, related to the nomination process.
- Once winners have been selected, notify each person individually who submitted a nomination, asking them also to join us at this year’s luncheon.
  - If the nominator’s candidate was not selected, extend the opportunity for their candidate to be resubmitted for consideration next year.
- Maintain a spreadsheet of nominators, nominees, and the categories related to their submission.
- Support updates to YWCA Spokane’s database to record all submissions for the calendar year.
- Support the creation of information packets that will be distributed to selected honorees.
- Support staff with additional communications to selected honorees leading up to the luncheon.
- Participate in photo/video shoot of selected honorees to ensure winners have a positive and supported experience.
- Attend the Women of Achievement luncheon and Pre-Reception as a friendly contact and support for selected honorees at the event.
- Support YWCA’s development office staff, as needed and available, leading up to the luncheon on Oct 11th and after the event to ensure a successful event and experience for our honorees.

Benefits:

- This position provides valuable experience towards careers in Communications, Marketing, Public Relations, Social Services, Journalism, Administration, and Non-Profit Management.
- Attend the Women of Achievement awards luncheon on October 11th 2019 as a part of our valued event committee.
- Build relationships with a network of successful, passionate community members who believe in YWCA Spokane’s mission.
- Learn about meaningful resources, how to inspire action, and build community while making a lasting impact in Spokane.
- Feel rewarded by your new role and responsibility of supporting a successful nomination and honoree process for YWCA Spokane’s largest and more critical annual fundraiser.

Submit Interest

Interested candidates can email Erica Schreiber, YWCA Spokane Director of Communications, at ericas@ywcaspokane.org or call 509-789-9305 to apply or to learn more about this opportunity.