

**eliminating racism  
empowering women**

**ywca**

**SPOKANE**

## **YWCA History Project Internship Opportunity**

### **About YWCA Spokane**

Since 1903, YWCA Spokane has been helping women and children overcome social, economic, and personal barriers in order to accomplish their goals and achieve healthier and more fulfilling lives. Today, areas of focus include supporting victims of intimate partner domestic violence, promoting early childhood education, and fostering the economic advancement of women. In addition to providing free, confidential, and trauma-informed programs and services to approximately 15,000 in and around Spokane each year, YWCA is focused on confronting racial and social justice issues impacting our clients and our community. Every day, we work to reduce poverty and homelessness, provide economic opportunity, and assist those with limited incomes who are impacted by gender-based inequities and violence. To learn more visit [ywcaspokane.org/our-impact](http://ywcaspokane.org/our-impact).

### **About The YWCA History Project**

YWCA Spokane is proud to celebrate its history in the community through the research of its legacy dating back to 1903. The research and careful archiving of material will advance understanding about the YWCA's history as well as involvement in the Spokane community.

### **Position Summary**

The YWCA History Project Intern will provide support to YWCA Spokane's history project microteam and help to process and archive notable information about YWCA Spokane. This unpaid internship opportunity will support efficiencies and best practices for cataloging archival information. The intern will work with the archives department at the Northwest Museum of Arts and Culture. The selected candidate will collect, organize, and maintain records of information gleaned from research.

### **Qualifications**

Candidates will be passionate about the agency's mission, have excellent written and oral communication skills, be technologically savvy, and ideally have experience with Google Suite, though experience with Google Suite is not required as long as the candidate is willing to learn. Candidates will have a strong attention to detail, be a good listener, be enthusiastic, have a can-do-attitude, and have the ability to work well independently. Applicants having a background in history, museum studies, communications, or gender and women's studies will be given priority.

## Expectations

- Expected time commitment is up to 15 hours per month. A flexible schedule can be identified that will align with the selected candidate's availability and project needs.
- Availability on Tuesdays and/or Thursdays is required.
- Regular access to a phone and a laptop computer is required, either through the candidate's own access or through the use of YWCA Spokane resources.
- Most tasks will be completed on-site at the Northwest Museum of Arts and Culture. Some tasks may be completed on-site at YWCA Spokane. Remote work may occasionally be an option for this position.

## Responsibilities

The following includes a list of tasks to be accomplished in this position:

- Review and catalog archival material, documenting notable information about YWCA Spokane's history and community impact dating back to 1903.
- Maintain integrity of cataloged archival material.
- Ensure use of appropriate citations.
- Collaboratively work to identify key themes, events, and areas of impact in YWCA Spokane's history.

## Benefits

- The selected candidate will be provided with an opportunity to work with and support the acknowledgement of YWCA Spokane history in our community.
- This position provides valuable experience towards careers in History, Library Sciences, Communications, Marketing, Social Services, Journalism, Administration, and other fields.
- The candidate will have the opportunity to research YWCA Spokane's history in the Joel E. Ferris Research Archives at the Northwest Museum of Arts and Culture.
- 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 role and responsibility of researching and contributing to the creation of an updated history timeline for YWCA Spokane.

## Submit Interest

- Interested candidates can email Erica Schreiber, YWCA Spokane Director of Community Engagement, at [ericas@ywcaspokane.org](mailto:ericas@ywcaspokane.org) or call 509-789-9305 to apply or to learn more about this opportunity.