



## Northwest Youth Corps Member Services Intern

**LOCATION:** Northwest Youth Corps' Tacoma Washington Office. Some travel will be required.

**BENEFITS OF SERVICE:** \$26,400 Stipend for 44-week term of service (approximately 10 months) and health insurance (premium 100% covered by Northwest Youth Corps).

### **POSITION SUMMARY**

The Member Services Intern is responsible for planning and coordinating Northwest Youth Corps youth, young adult, and field leader recruitment and hiring. This position will also support the growth and development of NYC's Sound to Summit program in the South Puget Sound. This position requires a person with energy and organizational skills, a dedication to helping youth and young adults develop the skills they need to lead a successful life, and interest in promoting the growth of a generation of stewards for our public lands.

### Essential Duties and Responsibilities:

- *Outreach:* Professionally represent NYC while presenting at career fairs, community events, and tabling opportunities to increase interest and awareness of programming
- *Partnership Development:* Identify and develop community partnerships with Puget Sound area organizations to support recruitment and program support
- *Recruiting, Hiring, and Onboarding:* Recruit an extensive and diverse applicant pool for Youth and Young Adult conservation programming. Review Youth and Young Adult applications, coordinate Young Adult interviews, send hire documents. Manage onboarding process for all members.
- *Sound to Summit Program Support:* Assist in the logistics for program orientations and graduations and develop a community of partnership for participants, their families, and with other youth-serving organizations.

### Position Qualifications

- Some post high school educational or equivalent experience.
- Relevant experience in working with diverse communities, as well as youth leadership, outdoor recreation, environmental education, or similar backgrounds preferred.
- Applicants must be at least 21 years old and possess a valid driver's license with an acceptable driving history. Must be able to pass a background check and agree to follow our COVID-19 staff protocols

### **To Apply**

Please submit a cover letter and resume and answer all requested application questions at <https://nwyouthcorps.workbrightats.com/jobs/>.