



**Washington Women's Employment & Education
Internship Announcement**

Marketing/Development Intern (2 positions)

- One position will focus on special events and development activities
- One position will focus on developing marketing/ communications materials

Works with fund development department in the creation of brochures, newsletters and other promotional materials to further the organization's mission. Assist with layout of materials for publishing using desktop publishing equipment and software. Assist with planning and execution of special events. Participate in meetings and follow up activities to solicit gifts in kind, finalize logistics for event, and assist with reservations and tracking of guests. Enter information regarding prospects/clients in database. Additional special projects for the Development Department.

Preferred Work Experience and/or Training:

- Experience with Microsoft Office Suite, especially Word and Excel
- Experience in creating professional brochures and promotional pieces preferred
- Knowledge and experience in using Adobe InDesign and Publisher helpful
- Experience working with a database
- Project management experience helpful

Required Knowledge, Skills and Abilities:

- Strong creative aptitude
- Ability to work in a team setting
- Self-motivated
- Detail oriented
- Able to multi-task and manage time effectively
- Strong interpersonal communications skills
- Interest in non-profit, social services agency and its mission

To apply for the internship position, mail or email a cover letter and resume to:
(no phone calls, please)

Julie Davis, Associate Director (julied@wwee.org)
Washington Women's Employment & Education
Attn: Human Resources
3516 South 47th Street, Suite 205
Tacoma, WA 98409

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