



Washington Women's Employment & Education Internship Announcement

Internship Opportunity- Market Research

Description of project: Will work with Marketing Committee and Development Director over the course of 3 months in the creation of surveys to further the organization's understanding of their key donors. Assist with administration of the instrument, compilation and analysis. Participate in meetings and follow up activities to utilize the results of the survey. Additional special projects as assigned.

Preferred Work Experience and/or Training:

- Practical and/or academic experience with market research.
- Experience with Microsoft Office Suite, especially Word and Excel
- Experience with Constant Contact or other generic survey tools.
- Experience working with a database.
- Project management experience helpful.

Required Knowledge, Skills and Abilities:

- 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:**

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

Equal Opportunity Employer