



Family Promise of Spokane

Story-Telling Internship

Last Updated: 3/6/2020

OVERVIEW: Family Promise of Spokane is looking for a compassionate problem-solver and diligent creator who can serve in the Outreach & Recruitment Department. A formidable candidate will be motivated by a passion to give homeless families a dignified voice through creative storytelling as well as model high quality technical skills. This internship is highly customizable and can be modified to meet educational requirements or personal interests.

POSITION DUTIES

- Collect the personal stories of former/current guests, church members, volunteers, donors and staff through interviews and job shadowing
- Prepare stories for print, electronic publication and social media
- Take photos and videos to compliment written story
- Design and implement a uniform format for story collection
- Work in tandem with Social Media coordinator to prepare and implement effective, compelling Social Media content
- Collaborate with other interns to create lasting structure for department
- Report progress, goals and needs regularly to Outreach & Recruitment Manager
- Maintain guest confidentiality and privacy through appropriate means
- Attend weekly staff meetings (if available)

SKILLS

- In-depth working knowledge of Facebook, Instagram, Canva and Wix
- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills
- Excellent grammar and editing ability in the English language

QUALIFICATIONS - A formidable candidate will be:

- An independent, self-directed creator
- Incredibly personable and able to talk with a wide variety of people
- Professional in appearance and manner
- Able to compassionately engage with people from diverse backgrounds
- Willing to risk and fail for the sake of creating a new structure

STRUCTURE: A Story-Telling Intern works directly with the Outreach & Recruitment Manager and other interns in the department. All story collection happens wherever the interviewee is located while most post-interview tasks and projects can be completed at home. Interns seeking the most transformative experience are encouraged to work in the main office. Interns work 10 hours each week and will have a weekly check-in with the Outreach & Recruitment Manager to receive direction and professional development.