

Community Outreach Internship (Part-time)

Objective:

The Hope Heart Institute's Community Outreach Interns are mission-focused individuals and have a passion to further heart-health outreach and awareness throughout local communities. Community Outreach Interns will work closely with The Hope's Education and Outreach Teams to further enhance and supplement current outreach efforts. Interns will also receive exposure executing community outreach events and support The Hope's Public Relations and Development efforts.

Responsibilities:

- Produce and execute community outreach events throughout King and Pierce counties with collaboration from our community partners
- Provide administrative support through a variety of social media campaigns, outreach plans, resource development program evaluations and data analysis
- Support and take on a leadership role for various outreach events
- Interface with Hope Heart staff, volunteers, community partners, and the public about heart-health as well as The Hope Heart Institute's mission and programs
- Support our Development team with On Wings of Hope benefit in February

Qualifications:

- A strong interest in health or health education within a diversity of populations
- Flexible, adaptable and open to a variety of experiences
- Experience working with data in excel spreadsheets; ability to create reports
- Excellent written and oral communication skills, including public speaking
- Creativity and problem-solving skills
- The ability to work independently as well as within a team
- Proven leadership and responsibility

Candidate Requirements:

- Qualified candidates must be available October 2012-February 2013 (exact start and end dates will be determined based on your schedule)
- Must be able to work some weekends and evenings
- Must have a reliable vehicle, good driving record, and valid WA State driver's license
- Must be able to regularly lift and transport up to 50 lbs.
- Must pass a criminal background check
- The Hope will provide a company vehicle as it is available for travel to outreach events. We are not able to provide personal transportation or housing assistance

Schedule:

- Specific schedules will be determined, approximately 8-10 hours per week with additional availability for weekend or week night events

Location:

- This unpaid internship is based at our office in Bellevue, WA, but will require regular travel throughout King and Pierce Counties. 50% of the internship will take place out of the office

To apply, submit:

- Cover Letter, Resume
- Application deadline: September 17, 2012
- In-person interviews will be scheduled during September 18-28

Submit application materials & questions to:

Joie Hsu

Volunteer & Outreach Coordinator

jhsu@hopeheart.org

425-456-8751