Intern for Office of Equity and Pluralism

organization

context

At Bellevue College (BC), our strategic goals are grounded in serving all students through an equity educational lens. The Office of Equity and Pluralism (OEO) resides on Bellevue College's main campus. The office is run by four full-time staff who are experienced and well-trained in equity issues and principles, including those of Title IX, and take an active leadership role in an equity, inclusion, and strategic social justice agenda for Bellevue College. Under the supervision of the Vice President for Diversity/Chief Diversity Officer and Executive manager to OEP office, interns selected to work for the office will gain experience with the most current higher education equity and social justice issues in everyday practice. The office environment is fast-paced and continuously evolving, so there is never a dull moment.

work description

Working with the team, you will participate in brainstorming, sharing your perspectives, and working collaboratively with other staff and faculty as a trusted member of OEP. The day-to-day work will consist of organizing information, updating the OEP website, assisting with equity and leadership workshops, and attending meetings with the Vice President for Diversity/Chief Diversity Officer. We are looking for a team member who understands her/his/their privilege, is a good listener, adaptive to change, comfortable working independently (if needed), detail-oriented and able to meet deadlines, an excellent writer, and well-equipped to navigate social media as well as website design. A successful intern will gain more in-depth skills and knowledge in community and technical college trends and initiatives, such as Achieving the Dream (ATD), Strategic Equity and Diversity Planning, Student Success initiatives. He/she/they will also acquire the added benefit of acquiring experienced mentors and advocates for life.

impact

Through your internship, our office will gain different perspectives, engagement, adaptive skills, and the positive personality you will bring. Because this office is less than ten years old and continues to evolve, your participation will directly impact the equity and strategic decisions of the office.

supervisor

Name
Email
Phone
Assistant Program Manager

is dedicated to improving the wellbeing of East African youth and their families in Seattle. We provide programs and resources to adjust to life in the United States, preserve diverse cultural heritages, and participate in broad and integrated community life. Our vision is for our children to be safe and healthy, to graduate high school and complete college, to find careers they love and give back to their communities. Our mission is to provide culturally responsive K-12th Education programs that keep our youth safe and help them succeed in school and life. As a 501(c)(3) nonprofit organization, we are the leading service agency for East Africans in King County, and have touched the lives of thousands over the past fifteen years.

work description
The Assistant Program Coordinator is responsible for the leadership of an academic enrichment after-school program for Kindergarten through 5th graders in partnership with the K-5th Program Manager. The Assistant Program Coordinator provides direct supervision of youth and plans and implements activities, such as community building, study time, and interactive academic learning activities. This position is responsible for providing a safe and supportive environment for program participants in partnership with program staff and volunteers. This is a part-time school-year position, November through June.

Essential Job Responsibilities:
• Assists with the planning and development of the after-school program for K-5th graders
• Plans and leads engaging, culturally relevant, and developmentally appropriate activities for youth in accordance with program goals
• Provides supervision and effective classroom management for a group of youth in collaboration with program staff and/or volunteers
• Assists with the marketing and recruitment of program participants
• Develops positive and professional relationships with children, families, staff, volunteers, and partners
• Ensures program space and materials meet the needs of program participants (clean, safe, accessible materials, etc.)
• May prepare and distribute snacks
• Responds to safety and emergency situations according to policies, and keeps supervisor informed of all incidents
• Maintains required paperwork and records, such as incident reports or attendance logs
• Assists with planning and implementation of program events
• Follows organizational and program policies and procedures, including safety, discipline, etc.
• Participates in staff training and development
• Engages in required meetings, including program meetings and meetings with supervisor
• Other duties as assigned

supervisor
Name
Email
Phone
Youth Development Intern

Organization Name

context

Discovery Corps is a youth development program that puts high school students on the front line of Pacific Science Center’s mission to ignite curiosity in every child and fuel a passion for discovery, experimentation, and critical thinking in all of us. In the program, youth are given the opportunity to gain valuable skills and experiences that will help them to succeed in school, career and life. Youth participants gain job and life skills while volunteering and working to provide our visitors with a unique interactive experience. The program is designed to support youth from the time they enter the program until they graduate from high school or an academically equivalent program.

work description

Pacific Science Center seeks an ECO Capstone Intern to mentor youth from diverse backgrounds, assist with operational support on weekends in one-on-one and small group settings, act as a role model for participants while sharing their education story, contribute to program evaluation and data entry efforts, and design and implement programming to support the skill-building and educational goals of the program. The specific Intern project focus will be determined after placement based on Intern interest and ability, but some examples include creating individual youth learning plans as they study presentation background content, creating workshops and trainings related to Augmented Reality/Virtual Reality (AR/VR), and coordinating youth-facilitated discussions on polarizing and controversial topics in addition to general program support work.

Job Duties

- Directly support youth: individually and in small groups during their scheduled youth work shifts on the exhibit floor as well as off-floor in the office or in trainings
- With program staff, develop skill-building and STEM content programming including workshops, youth-facilitated discussions and guided individual learning
- Support individual youth as they work on special projects – these projects may include youth-planned public activities and crafts, youth-facilitated discussions, digital badging, youth-planned field trips
- Co-facilitate trainings
- Other duties as assigned

impact

With up to 60 youth working on-site on weekend days, the Intern will assist program staff in supporting members, especially when program staff members are busy with program facilitation for a portion of the on-site participants. The intern will contribute their interest and valuable expertise in creating and supporting equitable programming by putting their coursework into practice as they deliver programming and give feedback on existing programming. The intern will be critical to ensure that equity is at the forefront of all program planning.
Community Partnership Food Access Intern

organization

context

Food Access at [21 Acres](#) focuses on increasing food security and community empowerment, using the lens of climate action and its interconnectivity to food justice and environmental justice. The Intern’s primary responsibility will be planning and coordinating several meetings involving multiple community organizations tasked with learning about the complex challenges of global warming and local food security and proposing solutions through collective action.

work description

Deliverables of this project could be:
* A Theory of Change Logic Model.
* Identify communities and other organizational assets and needs for informing requests for funding, local policy, and practices.
* A three to five-year plan of how to partner and better serve the needs of low-income communities in suburban Northshore and Eastside cities.

Learning outcomes:
* Big picture systems thinking.
* Convene a group in conversations about food access and climate change and then explore the connections between them.
* Develop community partnerships to increase food access and food security.
* Identify and develop approaches that result in shifting away from cheap emergency food to fair, localized food security.
* Suggest possible partners most likely to move from emergency food to advocating and working toward food security.
* Initiate a systems model for increasing food security and benefiting low-income communities, local farmers, public health, and the climate.

This Internship will allow a student to develop an understanding of the complex cultural and institutional dynamics shaping educational settings and community-serving organizations that hope to dismantle systematic barriers impacting the communities they seek to serve. It also offers a greater understanding of the complexities of partnering with communities and organizations to meeting their teaching and learning, organizational mission, and programmatic goals.

The Intern will be exposed to the ongoing reflection of identities and biases that affect personal and professional growth while partnering with communities and serving organizations. Many of the activities above can be completed off-site. The Intern will often work independently and frequently check in with the Food Access Program Coordinator.

impact

This is a unique opportunity to gain experience in a newer organization that is in the early stages of creating and building community partnerships based on climate challenges and community learning. This internship will provide [21 Acres](#) and community partners with a strong foundation to establish future collaborations. As an education-based organization we desire to engage in innovative and inclusive pedagogies to inspire and educate in non-traditional settings.
Monitoring and Evaluation Intern

organization

context

Up2Us is a national nonprofit committed to leveraging the power of sports and physical activity as a tool to enhance health outcomes and social-emotional learning of youth across the country. Utilizing our evidence-based and trauma-informed training model, Up2Us provides coaches with the skill set to be transformative adults in the lives of youth in under-resourced communities. We invest in the professional development of coaches and provide ongoing resources to ensure coaches are high-quality mentors who intentionally bridge the gap between life and sport.

Up2Us is looking for a student intern to complete a monitoring and evaluation data collection project on the Up2Us Coach program in Seattle. The goal of the project is to gain information on the ability of the program to influence the physical fitness, internal attributes, and nutrition of youth participants.

The student will gain:

• exposure to sports-based youth development programming and data collection tools and techniques,
• training on data and evaluation methods specific to sports-based youth development, and
• a greater understanding of the context of youth sports in King County and nationwide.

work description

• The student will be involved in many elements of the coordination and execution of this outcome evaluation to measure the extent to which the program contributes to improved health and socio-emotional learning of youth. The student will work closely with the national evaluation team and local Seattle team on tasks including:
  • Spend 5-10 hours per week in the office (hours are flexible based on student’s schedule; some hours may be arranged to be done remotely upon approval)
  • Some quantitative data collection support (surveys and fitness tests) with youth at host organizations in coordination with Sports staff
  • Management and tracking of youth survey and fitness test data collected on hundreds of youth working with Coaches
  • Data entry
  • Coordinating with local and national staff to communicate what data has been received and what data requires further follow-up
  • Supporting other Up2Us Sports activities as needed

impact

Up2Us analyzes all data collected from partner sports based youth development organizations and provides a detailed report that demonstrates the impact of the program to influence the physical fitness, internal attributes, and nutrition of youth participants.

supervisor

name
email
phone

work location

Impact Hub Seattle
220 2nd Ave S
Seattle, Washington 98104

requirements

Must be 18 years old

skills needed

• Availability to come into the downtown Seattle office or assist with data collection at partner organizations in the Greater Seattle Area at least 1 time a week
• A firm belief in the power of sports and coaching to inspire our nation’s youth
• Experience with and/or interest in quantitative research and/or nonprofit program evaluation
• Strong computer literacy skills (Excel proficiency is a must)
• Excellent organizational skills and effective communication skills
• Experience working in a community-based setting, a strong work ethic and desire to learn