



The Doorway Project

Address	4516 15th Ave NE, Seattle, WA 98105, United States
Website	http://doorwayproject.org/
Mission	<p>The Doorway Project was created in response to a request for proposals to expand services to encompass the 24/7 services model. Since 2017, this has manifested in a University of Washington and community partner-led initiative focusing on addressing youth homelessness in the University District through continuous community-engaged collaboration with U District service providers and community members. The primary aim of the current phase of the Doorway Project is to center the voices of youth and young adults in the U-district who are experiencing homelessness in order to co-develop and evaluate a comprehensive and effective model that reduces youth homelessness and improves quality of life for all affected.</p>
Intern Title	Year-End Resource Fair Coordinator
Internship Description	<p>The Doorway Project Year-End Resource Fair Coordinator will take a lead role in planning and executing our annual resource fair aimed at supporting youth experiencing homelessness. This internship offers valuable hands-on experience in event management, community outreach, and partnership development, providing an opportunity to work closely with diverse community organizations and stakeholders.</p> <p>Throughout the internship, you will develop practical skills in project coordination, effective communication, and problem-solving within a real-world social service context. Additionally, you will gain insight into the complexities of homelessness and youth services, build professional relationships, and learn to analyze feedback to improve future programming. This role also offers experience in managing event logistics and leading team efforts on the day of the fair, helping to cultivate leadership and organizational abilities that are critical for careers in community engagement and nonprofit work. You will work under the guidance of the Doorway Project Program Coordinator and have access to additional professional development opportunities through the Project Director as desired.</p>



Responsibilities	<p><u>Event Planning</u></p> <ul style="list-style-type: none">• Lead collaboration with community partners to select and confirm the date for the year-end resource fair.• Develop and maintain a comprehensive list of relevant service providers, organizations, and local businesses to invite.• Collect and analyze feedback from previous events to identify key takeaways and areas for improvement to inform event planning <p><u>Coordination and Logistics</u></p> <ul style="list-style-type: none">• Oversee logistical aspects of the resource fair to ensure a smooth and welcoming experience for youth experiencing homelessness.• Serve as the primary point of contact for participating organizations, confirming attendance and addressing any specific needs. <p><u>Outreach</u></p> <ul style="list-style-type: none">• Assist in designing and executing targeted outreach strategies to effectively engage youth experiencing homelessness and local community members.• Develop communications materials such as flyers, social media posts, and email invitations in collaboration with the team.• Step into existing relationships with community groups, service providers, and stakeholders to promote the event and encourage participation.• Identify opportunities to expand outreach by connecting with additional organizations not yet involved. <p><u>Event Support:</u></p> <ul style="list-style-type: none">• Take a lead role in coordinating all on-site event logistics, including setup, management during the event, and breakdown afterward.• Troubleshoot and respond to any issues that arise during the event to maintain smooth operations. <p><u>Documentation</u></p> <ul style="list-style-type: none">• Track attendance and collect participant feedback to document event outcomes for final reports.• Create narrative summaries, including visuals, for inclusion in the year-end report.• Develop clear documentation of processes and lessons learned to support smooth handoff to future interns.
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Qualifications <i>(required and/or desired)</i>	<ul style="list-style-type: none">• Strong interest in social justice, homelessness, youth services, or community engagement• Excellent communication skills, both written and verbal• Confident in facilitating outreach efforts with organizations and partners• Ability to work independently and as part of a team• Comfortable coordinating multiple tasks and managing deadlines <p>Desired:</p> <ul style="list-style-type: none">• Experience with event planning, outreach, or community engagement is a plus but not required
Schedule	<ul style="list-style-type: none">• Flexible scheduling available (e.g. to support academic commitments)• Intern will coordinate regular meetings and check-ins with the site supervisor• It is strongly encouraged that the intern attend weekly team meetings on Wednesdays from 12:30 PM to 2:00 PM• As the annual Resource Fair approaches, the intern will plan and join logistical meetings with partner organizations- meeting times will be arranged with flexibility in mind
Working Location	<ul style="list-style-type: none">• Hybrid position with a balance of in-person and remote work (approximately 50/50)• Schedule can be adjusted based on program needs and the intern's availability