

## University Heights Center

Address:	5031 University Way NE, Seattle, WA 98105
Website:	<a href="https://www.uheightscenter.org/">https://www.uheightscenter.org/</a>
Mission:	University Heights Center promotes life-long learning, creativity, culture, community activism, and the preservation of our historic building.
Intern Title:	UHeights Human Services intern
Internship Description:	<p>The University Heights Center for the Community (UHeights) is a place of service and empowerment; our values are devoted and aligned to serve those around us. At UHeights, our mission is to promote lifelong learning, creativity, culture, community activism, and the preservation of our historic building. As a nonprofit organization, we are committed to serving our community in alignment with these core values.</p> <p>We are looking for a highly motivated and self-directed intern to help us with creating and maintaining partnerships with other U District (and beyond) service providers, and help coordinate and organize our Human Services related annual events.</p>
Responsibilities:	<p><b>Outreach and Coordination</b></p> <ul style="list-style-type: none"> <li>• Warm Winter Drive - Help with collecting donations of warm supplies, coordinating vendors, haircuts, food and volunteers</li> <li>• Community Resource Fair - Work with Doorway Project on coordinating vendors, haircuts, food and volunteers</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Cultivate and support growing relationships with organizations we are building partnerships with.</li> <li>• Attend monthly UDSPA (University District Service Providers Alliance) meetings and share UHeights happenings as well as learn about other partners.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Enthusiasm for community-based organization and human services</li> <li>• An ability to build relationships and connections</li> <li>• A collaborative team player, who works well with colleagues and community partners.</li> <li>• Ability to work independently.</li> <li>• A desire to work in a low resource environment that regularly requires</li> </ul>

	adaptation to evolving needs.
Schedule:	This is a hybrid position, the intern can do some tasks from home, and some will have to be in-person. We won't have a set schedule. The intern can decide for themselves and let us know. Will need to be able to meet for check in meetings on a weekly or bi-weekly basis during the weekdays (8:00 to 5:00 Mon thru Fri.)