



1404 E. Yesler Way, Suite 203
Seattle, WA 98122
(206)686-7252
Fax (206)903-0675
www.seattlecommlaw.org

SCLC FUNDRAISING INTERN

Approved 1/27/17

SCLC's mission is to provide accessible legal advocacy to people living with physical and mental disabilities so that they may obtain the resources necessary to overcome barriers to financial and medical stability. We further our mission through targeted advocacy projects that help people with Social Security disability problems. We believe that advocacy to address our constituents' short term problems must be accompanied by advocacy for long term changes to address the root of the problem.

The purpose of a Development Intern is to support the Development Coordinator in fundraising and development tasks. The intern program is designed to provide students with applicable experience for academic and career success while assisting SCLC meet development goals.

The Disabled Homeless Advocacy Project (DHAP) was launched in April 2006 to address a well-documented need for SSDI/SSI representation for homeless individuals. DHAP delivers legal aid "in the field" at local shelters, libraries, and sites accessible to the homeless population. DHAP helps provide the accommodations, resources, and encouragement necessary to help keep homeless clients engaged in medical treatment and in their disability claim.

Social Security Advocacy Project (SSAP) is dedicated to assisting people with disabilities who are unable to obtain representation due to the nature of the problem they are having with their Social Security benefits. Clients have a difficult time finding representation in overpayment, reduction, cessation, and termination matters. We call these with post-entitlement issues.

Hours: 10+ hours per week. Schedule varies based on mutual availability.

Key Responsibilities: The Fundraising Intern will work directly with the Development Coordinator with support from the Executive Director to:

- Write blog, Facebook, LinkedIn, and Twitter posts;
- Assist with fundraising event planning;
- Carry out best practices in fundraising/development tactics; and
- Maintain data in donor management software (Little Green Light).

Qualifications: Applicants for the Fundraising Intern position should have the following qualifications:

- Enrolled in fundraising/development/non-profit program
- Ability to work on multiple projects simultaneously, and prioritize tasks and responsibilities
- Ability to work within a team (example: staff or volunteers)
- Ability to accept and strategically manage changes, and to problem solve
- Ability to work independently, maintain self-motivation, and persist in the face of obstacles
- Proficient in Microsoft Office, including document merge
- Highly motivated, organized, creative, self-directed and flexible
- Positive attitude and sense of humor
- Interest or experience in working on matters related to poverty, disability, and social justice

To apply, please submit a cover letter, resume, and 1-2 writing samples that highlight your skills to Brianna Ahron, Development Coordinator, at brianna@seattlecommmlaw.org. Applications are accepted on a rolling basis.