

**Central District Forum for Arts & Ideas  
Internship Opportunity**

**2008-2009 Season**

**Administrative Intern  
(Paid Internship)**

Make your mark! This year our interns will be a part of a huge push for expansion and implementation of new programs and departments at the CD Forum. The Central District has historically been the home of African-Americans in Seattle for nearly 100 years. Acknowledging this presence, the Central District Forum for Arts & Ideas is a 501(c)(3) non-profit organization that presents and produces African-American cultural programs that encourage thought and debate for the greater Seattle area. While drawing attention to what makes African-American culture unique, we also seek to highlight its integral place within American culture as a whole.

Our internships offer experience in the non-profit sector and allow interns to be a vital member of a small, high-intensity organization that strives for excellence. We are seeking someone who is confident, has high expectations of themselves and has a strong desire to be part of a hard-working team.

The internships are arranged for a minimum of three months and may be up to one calendar year. The weekly time commitment expected is 8-10 hours per week.

**The Administrative Intern's duties will include the following activities:**

- Responding to general inquiries from the public via e-mail
- Provide support at CD Forum events as needed
- Assist with grant preparation
- Write general correspondence on behalf of the organization
- Providing general support to the Board of Directors and Executive Director
- Attend board meetings as needed
- Assist with general office support
  - Checking mailboxes
  - Updating voicemail
  - Maintaining calendars
  - General scheduling
  - Maintaining supplies
- In addition to administrative tasks, the intern will also be responsible for ongoing larger projects done in collaboration with the Executive Director or Business Manager

You are expected to:

- Have excellent verbal and written communication skills
- Be very comfortable talking on the phone and in-person
- Be comfortable in interactions with a diverse group of people
- Have a strong knowledge of Microsoft Word, Outlook, Excel, and Access
- Be self motivated and self disciplined
- Be detail oriented and have the ability to multi-task

Other: The Administrative Intern will report to the Executive Director and the Business Manager.

**Honorarium:** Yes (Amount depends on experience and time commitment.)

*Last updated 9/21/2008*

**Deadline to Apply: Open until filled.**

**Internship Start Date: August 2008 (Flexible)**

**To apply please submit a resume and cover letter to:**

The Central District Forum  
Administrative Internship  
PO Box 22824  
Seattle, WA 98122-0824

Email: [info@cdforum.org](mailto:info@cdforum.org)  
Phone: 206-323-4032  
Fax: 206-323-4036

For more information call 206-323-4032 or visit [www.cdforum.org](http://www.cdforum.org)