**Whatcom Peace & Justice Center - Communications and Outreach Internship**

**1220 Bay Street, Bellingham, WA 98225**

**Practicum: Internship**

**Salary:** $14.49 per hour, ~10-12 hours/week for 20 weeks, excluding break

**Supervisor:** Aline Prata, Executive Director

**Period of Employment:** May 16, 2022 – September 23, 2022

**Overview**

The Whatcom Peace & Justice Center (WPJC) is a small intersectional nonprofit

organization that works to create a voice for peace and social justice in Whatcom County

through partnerships with local community and religious organizations, direct action, public

witness, and education on alternatives to violence and war. We call on our government and

society to disavow policies of violence and seek a culture of peace.

The Center was formed in early 2002 not only to address U.S. aggression against

the people of Afghanistan and the invasion of Iraq, but also to establish an organization

fostering nonviolence as a way of life and as a tool of domestic and foreign policy. Since

then, the Center has continued to evolve as a movement incubator, resource center and

intergenerational activist hub for the community. Currently, our work and programs focus on

connecting local and transnational struggles against militarized violence and systemic

oppression.

As shown by the demonstrations at the 2021 United Nations Climate Change

Conference (COP26), we can’t continue to exclude U.S. military operations, emissions,

weapons testing and overall destruction from climate agreements. While the United States

military is considered the largest polluter and consumer of fossil fuels in the world; working

class, Black, Indigenous, People of Color (BIPOC) from the Global South, who have the

lowest ecological footprints, continue to experience the highest impacts from climate

imperialism. Climate solutions will only be effective when they address historic, systemic

and geographic inequities. And we, at the Center, know that starts with building international

solidarity, grassroots power and alternatives to war and violence locally.

As an intern, you will be involved in all aspects of our work, from helping to plan and

run programs such as Alternatives to Military programs to developing digital marketing

materials for events and workshops, as well as supporting fundraising efforts for the Center.

In April, you will be expected to collaborate and work closely with our planning committee to

prepare for our biggest fundraiser and educational event of the year: International Day of

Peace.

**Responsibilities**

Actual duties will depend on program priorities at the time of the internship and the

intern's interests and ability to develop their own project. Responsibilities include, but are

not limited to:

* Clerical tasks; supporting office functions and membership relations including

welcoming visitors, managing phone calls, scheduling meetings, and supporting

fundraising educational and/or organizing efforts

* Contributing to “The Dove” bi-weekly newsletter and WPJC blog
* Joining and supporting International Day of Peace’s planning committee, as well as

assisting with general planning, organization, coordination, and promotion of other

WPJC events

* Attending all WPJC-related events and help coordinate with volunteers and

community partners

* Supporting the development of a hybrid program for Alternatives to Military Service
* Creating informational brochures/pamphlets for outreach

**Required Qualifications and Experience**

* Commitment to social justice and community organizing
* Willingness to work with a diverse cross-section of Whatcom County community

members including elders, youth, business owners and the general public

* Computer Skills: Word, Excel, Outlook, Google Drive, etc.
* Ability to work creatively; independently as well as in group situations
* Interpersonal communication skills, including written and verbal
* BIPOC, working class and LGBTQIA+ people strongly encouraged to apply
* Not required, but encouraged:
	+ Social media management
	+ Familiarity with Canva and Mailchimp
	+ Website management and design
	+ Fundraising and donor’s stewardship
	+ Marketing and/or journalism
	+ Graphic design (i.e. through Canva, Adobe, etc.)
	+ Zoom & digital webinar proficiency

**Educational/Professional Benefits**

* Chance to connect with a secular intergenerational community and work alongside

local human rights advocates and long-time community activists under direction of a

five-member volunteer board of directors

* As the WPJC Communication and Community Outreach intern you can gain new

skills and experiences essential to pursuing a career path in the non-profit sector,

while also developing a critical perspective of the corporate and exploitative aspects

of the nonprofit-industrial-complex

* Learn about community-centric fundraising strategies, donor stewardship, NGO

management, marketing, and the local history of grassroots community organizing in

Bellingham

* Network with other organizations and groups working on social justice and

demilitarization