



**STAND/FOR THE VULNERABLE™**

### Volunteer Intern Position Description

<b>Position Title:</b>	<b>Match Grant Volunteer Intern</b>
<b>Position Location:</b>	Spokane, WA
<b>Department/Division:</b>	Match Grant
<b>Job Title of Supervisor:</b>	Match Grant Program Manager
<b>Starting Date:</b>	TBD
<b>Length of Opportunity:</b>	Minimum time commitment: 10 wks.
<b>Hours per week:</b>	20 hours per week
<b>Number of Positions Open:</b>	3
<b>General Function:</b>	Assist department staff with tasks to meet or exceed Matching Grant Program Guidelines established by U.S. Department of State
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Data entry, including case notes</li><li>• Follow-up with clients</li><li>• Assist MG case manager with client needs assessment and advocacy</li><li>• Assist MG employment specialist with client job readiness activities</li><li>• Case file maintenance</li><li>• Other duties as assigned</li></ul>
<b>Knowledge, Skills, &amp; Abilities:</b>	<ul style="list-style-type: none"><li>• Valid driver's license preferred</li><li>• Competent in the use of Microsoft Office 2010</li><li>• Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments</li><li>• Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently</li><li>• Ability to communicate clearly, both orally and in writing</li><li>• Flexible / motivated team player</li></ul>
<b>Experience Preferred:</b>	<ul style="list-style-type: none"><li>• Cross-cultural experience</li></ul>
<b>Physical Demands:</b>	<ul style="list-style-type: none"><li>• Ability to climb and descend stairs unassisted</li></ul>

For further information please contact the:  
Volunteer Coordinator  
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