PCAFC Volunteer Engagement Intern - Position Description

If you are looking for:
- A creative and diverse working environment
- A meaningful way to contribute to your community
- The opportunity to learn or contribute to best practices in volunteer management
- Practical experience to enhance your resume or personal development...

Join our team!

Scope of Work:
Working with the Development Coordinator/Volunteer Coordinator, the Intern will support the revitalization and relaunch of PCAF’s volunteer program.

The Volunteer Engagement Intern will:
- Assist with communications to re-engage former volunteers, including face-to-face meetings, emails, and phone calls
- Support new volunteer recruitment through a variety of online and in person strategies
- Engage in community outreach to enhance relationships with community partners, local businesses and organizations
- Help plan and facilitate new volunteer orientations and volunteer trainings
- Transfer existing volunteer records to an online system
- Other volunteer-related duties as assigned

Other Responsibilities:
In addition to the duties outlined above, it is expected that the intern will:
- Acquire a basic knowledge of how HIV is transmitted, acquired, and treated.
- Work collaboratively with people of varying socioeconomic backgrounds, sexual orientations, gender identities, and racial/ethnic backgrounds.
- Abide by PCAF’s philosophy and policies in representing the agency.

As an intern, you will have the option of working from either of our offices or a hybrid schedule with some work from home.

Tacoma Office:  Olympia Office:
3009 S 40th Street  2101 4th Ave E, #103
Tacoma, WA 98409  Olympia, WA 98506
253-383-2565  360-352-2375

Interested? Send your resume to our Development and Communications Director, Jill Rose (she/her), at jrose@pcaf-wa.org

Mission Statement: PCAF (Pierce County AIDS Foundation), through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.

PCAF is an equal opportunity and Affirmative Action Employer. PCAF does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. Smoking is not permitted on the premises.

Candidates for internship at PCAF should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to intern at PCAF.