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Whitworth Launch Micro-Internship Opportunities

Project-based opportunities for students to make a tangible impact in Spokane

ABOUT CUP OF COOL WATER

Cup of Cool Water (CCW) is a Spokane-based drop-in center serving youth and young adults ages 14–24 who are experiencing homelessness, housing instability, or crisis.

We create safe, welcoming spaces where young people can build healthy relationships, meet daily needs, and work toward personal goals. Our work is grounded in compassion, unconditional love, dignity, and respect.

Our goal is not simply to meet immediate needs, but to build relationships and create opportunities for young people to experience connection, hope, and a sense of belonging.

ABOUT THE MICRO-INTERNSHIP

Cup of Cool Water is seeking Whitworth Launch Micro-Interns to provide focused support on projects that can strengthen our organization and expand our ability to serve young people.

These opportunities are designed around approximately **6–8 hours per week for 6–8 weeks**, with clear project goals and deliverables. Interns will receive regular mentorship from a CCW supervisor and will have an opportunity to see their work directly contribute to a local nonprofit.

Format: On-site at Cup of Cool Water in Spokane

Time Commitment: Approximately 6–8 hours/week for 6–8 weeks

Ideal Total Project Scope: Approximately 40–50 hours

Supervision: Weekly mentorship and project check-ins

MICRO-INTERNSHIP OPPORTUNITIES

1. VIDEOGRAPHER & STORYTELLING MICRO-INTERN

Ideal Fields of Study:

Communication, Film/Media, Marketing, Digital Media, or related fields

Project Focus:

Help Cup of Cool Water tell the story of our work with youth and young adults through authentic, respectful, and compelling video content.

What You'll Do

- Create short-form video content for social media and community outreach.
- Capture the heart of CCW through staff, volunteer, program, and event stories.
- Develop 1–2 polished videos that can be used on our website, social media, fundraising campaigns, and at our annual gala.
- Help develop ideas for POV, storytelling, and behind-the-scenes content.
- Assist with basic video editing, captions, and formatting for different platforms.
- Work with CCW staff to ensure storytelling is respectful, strengths-based, and protects the privacy of young adults.

What We're Looking For

- Interest or experience in videography, storytelling, or video editing.
- Creative eye and strong sense of visual storytelling.
- Comfortable working with people and capturing authentic moments.
- Familiarity with social media video formats is a plus.
- Organized, dependable, and willing to take initiative.
- Passion for making a difference in the community.

Potential Deliverables

- 1–2 polished feature or impact videos.
- Several short-form social media videos.
- A collection of usable B-roll footage.
- Recommendations for future CCW video content.

2. MARKETING & COMMUNICATIONS MICRO-INTERN

Ideal Fields of Study:

Marketing, Communications, Public Relations, Graphic Design, Business, or related fields

Project Focus:

Help strengthen CCW's marketing and communications so more people understand our mission, connect with our work, and find meaningful ways to get involved.

What You'll Do

- Help develop consistent, mission-aligned messaging for CCW.
- Create or assist with social media content and campaigns.
- Identify opportunities to increase community engagement.
- Help develop promotional materials for programs, fundraising, and events.
- Assist with marketing for CCW's Annual Fundraising Gala & Silent Auction.
- Review current website and social media messaging and identify opportunities for improvement.
- Help create a practical content and communications plan CCW can continue using.

What We're Looking For

- Strong written and verbal communication skills.
- Creative thinker who enjoys developing ideas.
- Interest in nonprofit marketing and community engagement.
- Familiarity with social media platforms.
- Organized and able to manage multiple projects.
- Self-directed and eager to learn.

Potential Deliverables

- Social media content/calendar.
- Marketing recommendations.
- Promotional materials.
- Updated messaging and content ideas.
- A sustainable communications plan for CCW.

3. EVENT COORDINATION & PROJECT MANAGEMENT MICRO-INTERN

Ideal Fields of Study:

Business, Event Management, Marketing, Communications, Project Management, or related fields

Project Focus:

Support Cup of Cool Water in planning and executing fundraising and community events, with a particular focus on the Annual Fundraising Gala & Silent Auction.

What You'll Do

- Assist with event planning timelines and project tracking.
- Help coordinate vendors, sponsors, volunteers, auction items, and event logistics.
- Organize event information, deadlines, and follow-up tasks.
- Assist with guest, table host, and sponsor coordination.
- Help develop event checklists and systems that can be reused in future years.
- Support day-of-event logistics and coordination when timing allows.
- Identify ways to improve CCW's event planning processes.

What We're Looking For

- Highly organized and detail-oriented.
- Strong communication skills.
- Comfortable coordinating multiple moving pieces.
- Ability to meet deadlines and follow through.
- Interest in nonprofit events and fundraising.
- Calm, flexible, and willing to jump in wherever needed.

Potential Deliverables

- Comprehensive event planning timeline.
 - Event task/checklist system.
 - Volunteer coordination materials.
 - Sponsor/table-host tracking system.
 - Recommendations for improving future CCW events.
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4. ADMINISTRATIVE & OFFICE ASSISTANT MICRO-INTERN

Ideal Fields of Study:

Business, Organizational Management, Administrative Studies, Accounting, or related fields

Project Focus:

Help Cup of Cool Water improve administrative systems, organization, and efficiency while gaining hands-on experience in nonprofit operations.

What You'll Do

- Organize digital and physical administrative files.
- Help develop templates, checklists, and office procedures.
- Assist with data organization and entry.
- Support donor- and event-related administrative projects.
- Help organize information within CCW's administrative systems.
- Identify opportunities to streamline recurring administrative tasks.
- Assist with a defined administrative improvement project.

What We're Looking For

- Strong organizational skills and attention to detail.
- Comfortable learning new software and systems.
- Basic computer and Google Workspace skills.
- Ability to handle organizational information professionally and confidentially.
- Dependable and self-directed.
- Interest in nonprofit administration and operations.

Potential Deliverables

- Organized digital files.
- Administrative templates and checklists.
- Improved office procedures.
- Recommendations for streamlining administrative processes.
- Completion of a defined administrative improvement project.

5. GRANT WRITING & FUNDRAISING MICRO-INTERN

Ideal Fields of Study:

English, Communications, Business, Nonprofit Management, Marketing, or related fields

Project Focus:

Support Cup of Cool Water's fundraising efforts by researching funding opportunities, helping tell our story through compelling writing, and strengthening donor outreach.

What You'll Do

- Research potential grant opportunities aligned with CCW's mission and programs.
- Identify prospective foundations, businesses, and community partners.
- Assist with grant research, drafting, and preparation.
- Help gather and organize program statistics and impact stories.
- Assist with donor communications and fundraising materials.
- Support fundraising campaigns and special projects.

- Help develop a reusable library of organizational language, statistics, and impact stories.

What We're Looking For

- Strong writing and research skills.
- Excellent attention to detail

- Ability to communicate a compelling story.
- Interest in nonprofit fundraising and community impact.
- Comfortable researching independently.
- Organized, curious, and willing to learn.

Potential Deliverables

- Grant prospect list.
 - Research on potential funding opportunities.
 - Grant drafts or supporting materials.
 - Organized collection of CCW statistics and impact stories.
 - Fundraising and donor communication materials.
 - Recommendations for future fundraising opportunities.
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WHAT A WHITWORTH LAUNCH INTERN CAN EXPECT AT CCW

- A clearly defined project with meaningful, tangible outcomes.
 - Regular mentorship and feedback from a CCW supervisor.
 - An opportunity to learn how a small community nonprofit operates.
 - Hands-on exposure to nonprofit communications, fundraising, events, administration, or storytelling.
 - The chance to contribute work that directly strengthens CCW's ability to support youth and young adults in Spokane.
 - A collaborative environment where student ideas and fresh perspectives are welcomed.
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WHAT WE HOPE STUDENTS TAKE AWAY

We want students to leave their Micro-Internship with more than a completed project. We hope they gain practical experience, a deeper understanding of nonprofit work, stronger professional skills, and a meaningful connection to the Spokane community.

Most importantly, we hope they see how their talents can be used to create safer spaces, strengthen community, and help young people experience dignity, connection, and hope.

Give hope a place to grow