Community Engagement & Event Planning Micro-Intern

Embrace Washington | Spokane, WA (hybrid / in person)

Embrace Washington is a nonprofit dedicated to improving the lives of children and families experiencing foster care throughout Eastern Washington, serving nearly 2,000 children each year. The micro-intern will help prepare for Embrace's largest annual community event, the Santa Breakfast, which serves 600 children in foster care and their families. Working alongside the CEO and staff, the intern will coordinate event logistics, strengthen community partnerships, organize donations, and support the projects that make the holiday event a success.

Time commitment: About 8 hours a week for 6 weeks.

What You'll Do

- Assist with planning and coordinating the annual Santa Breakfast.
- Help organize, inventory, and prepare donated gifts and supplies for distribution to children.
- Contact local businesses and community organizations to solicit donated toys, gifts, gift cards, auction items, and sponsorship support.
- Assist with donor stewardship and community partner communications.
- Help organize event materials, volunteer information, and event logistics.
- Support office organization, filing, and administrative projects related to event preparation.
- Assist with data entry and maintaining accurate donor and procurement records.
- Participate in planning meetings and contribute ideas for improving event operations.
- Help prepare promotional materials and communications as needed.

Who's a Good Fit

- Strong written and verbal communication skills.
- Friendly and professional phone and email etiquette.
- Excellent organizational skills and attention to detail.
- Comfortable working independently while collaborating with a team.
- Proficiency with Microsoft Office or Google Workspace.
- Interest in nonprofit leadership, event planning, fundraising, or community engagement.
- Enthusiasm for serving children and families experiencing foster care.